**Training Materials Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Title:** |  | **Department:** |  |
| **Trainer/Facilitator:** |  | **Date(s):** |  |
| **Location/Venue:** |  |  |  |

**Section 1: Printed & Written Materials**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item Description** | **Quantity Needed** | **Quantity Prepared** | **Checked By** | **Remarks** |
| 1 | Training Agenda | 1 | Training Agenda | 1 | Training Agenda |
| 2 | Participant Handbooks / Manuals | 2 | Participant Handbooks / Manuals | 2 | Participant Handbooks / Manuals |
| 3 | Presentation Slides (Printed Copy) | 3 | Presentation Slides (Printed Copy) | 3 | Presentation Slides (Printed Copy) |
| 4 | Attendance Sheet | 4 | Attendance Sheet | 4 | Attendance Sheet |
| 5 | Evaluation / Feedback Forms | 5 | Evaluation / Feedback Forms | 5 | Evaluation / Feedback Forms |
| 6 | Pre-Training Assessment Sheets | 6 | Pre-Training Assessment Sheets | 6 | Pre-Training Assessment Sheets |
| 7 | Post-Training Assessment Sheets | 7 | Post-Training Assessment Sheets | 7 | Post-Training Assessment Sheets |
| 8 | Certificates of Completion | 8 | Certificates of Completion | 8 | Certificates of Completion |
| 9 | Notepads and Pens | 9 | Notepads and Pens | 9 | Notepads and Pens |
| 10 | Training Policy / Guidelines Document | 10 | Training Policy / Guidelines Document | 10 | Training Policy / Guidelines Document |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Section 2: Digital & Presentation Tools**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item Description** | **Available (✓/✗)** | **Tested (✓/✗)** | **Remarks** |
| 1 | Laptop / Computer |  |  |  |
| 2 | Projector & Screen |  |  |  |
| 3 | Presentation Slides (Digital Copy) |  |  |  |
| 4 | Internet Connection |  |  |  |
| 5 | Microphone / Audio System |  |  |  |
| 6 | Clicker / Remote Control |  |  |  |
| 7 | Extension Cords / Power Strips |  |  |  |
| 8 | Backup USB / External Drive |  |  |  |

**Section 3: Training Aids & Equipment**

| **No.** | **Item Description** | **Available (✓/✗)** | **Checked By** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | Whiteboard / Flipchart |  |  |  |
| 2 | Markers & Erasers |  |  |  |
| 3 | Name Tags / Table Tents |  |  |  |
| 4 | Group Activity Materials |  |  |  |
| 5 | Visual Aids / Posters |  |  |  |
| 6 | Training Props or Demonstration Tools |  |  |  |

**Section 4: Logistics & Support**

| **No.** | **Item Description** | **Prepared (✓/✗)** | **Responsible Person** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1 | Venue Booking Confirmation |  |  |  |
| 2 | Participant List / Invitations |  |  |  |
| 3 | Refreshments / Lunch Arrangements |  |  |  |
| 4 | Registration Desk Materials |  |  |  |
| 5 | Signage / Direction Boards |  |  |  |
| 6 | Emergency Contact List |  |  |  |

**Section 5: Final Check & Sign-Off**

| **Checked By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |