

TRAINING CHECKLIST



CLIENT
PROJECT

PROJECT DURATION
PROJECT MANAGER

1

PLANNING

- Set a date and time for training sessions
- Decide on a training venue or online conferencing platform
- Confirm instructor and attendees

2

LOGISTICS

- Send training invites
- Send pre-work
- Prepare feedback survey and link

3

MATERIALS

- Create training presentation
- Develop quick reference guides/cheat sheets
- Design ice breaker activity and quizzes

4

SYSTEM

- Test instructor and attendee logins
- Enter dummy data into the system
- Test exercises in the system