

MSIP (TLR, SMART) Training Workshop Organization Checklist for Trainers

Name of Workshop: _____

Date of Workshop: _____

- Choose a date
- Book a room
- Advertise workshop/offer seats/post sign-up sheets
- Confirm sufficient participants
- Confirm number of participants
- Develop agenda
- Print handbooks and any additional handouts
- Print attendance sheet and evaluation forms
- Send course details to participants - include proviso for weather
- Arrange for equipment (mechanical lifts, slings, carts, wheelchair, bed, etc.)
- Determine audio-visual needs
- Send reminder to participants closer to the date
- Confirm classroom booking closer to date

POST WORKSHOP

- Send attendance list to appropriate person
- Review and feedback/evaluations and note changes for next session
- Send any concerns or issues to the MSIP Consultant to follow up on