

Training Room Preparation Checklist

Class Title:

Visual Technology

Check which items you need. Verify they will be available.

Classroom

- Full size 27 inches x 30 inches flip chart with flip chart easel and markers

- Whiteboard

- Projection system

 - In-house computer

 - Your own laptop

- Other:

Webinar

- Webinar software

Audio Technology

Check which items you need. Verify they will be available.

Classroom

- Speakers for any audio (for example, movies, music, sound clips)

- Microphone(s) for large rooms

Webinar

- Use the webinar system's built-in audio

 - Microphone

 - Headphones for facilitator and participants

- Telephone conference line

Room Setup Options (Classroom)

Choose one:

- U-shaped seating (ideal for less than 15 participants)

- Rounds or rectangular pod-style seating (ideal for 15 or more participants)

- Classroom style (all seats in rows)—not ideal, but sometimes necessary