

Training Preparation Checklist

培训准备清单

No.	Items 物品	Quantity 数量	Remarks 备注
1	Movable tables 可移动桌子	3-5	To be organised into groups according to the training needs 根据培训需求分成若干小组
2	Chairs 椅子	Per person 按人数	
3	Participant list 参训人员名单	1	Including full names, titles/job functions, emails for contact 包含姓名, 职务, 电子邮箱等信息
3	Name list for signing 签到名单	1	To be printed 打印一份
5	Participant name stands 学员牌	Per person 每人一个	To be placed in front of each participant 印制每一位学员的名字, 放置于面前
6	Projector 投影仪	1	
7	Whiteboard 白板	1	To be used by facilitator 培训师授课使用
8	Whiteboard markers 白板笔	Blue/black colour, 2 黑色或蓝色, 2只 Red colour, 2 红色, 2只	
9	Flipchart 书写挂纸板	1	To be used by participants for group exercise and presentation 学员分组练习和发言时使用
10	Paper for flipchart 大白纸	A2 size, 12 pieces A2尺寸, 12张	
11	Normal markers 普通记号笔	Blue/black colour, 8 黑色或蓝色, 8只	
12	Memo pad 便签纸	Per person 按人数	To be used by participants for writing individual answers or taking notes 学员记录个人答案或笔记时使用
13	Tea & coffee 茶点		To be arranged with the venue contact person 与培训场所的联系人安排
14	Lunch 午餐		
15	Camera 相机	1	