



Training Preparation Checklist

No.	Items	Quantity	Remarks
1	Movable tables	3-5	To be organised into groups according to the training needs
2	Chairs	Per person	
3	Participant list	1	Including full names, titles/job functions, emails for contact
3	Name list for signing	1	To be printed
5	Participant name stands	Per person	To be placed in front of each participant
6	Projector	1	
7	Whiteboard	1	To be used by facilitator
8	Whiteboard markers	Blue/black colour, 2 Red colour, 2	
9	Flipchart	1	To be used by participants for group exercise and presentation
10	Paper for flipchart	A2 size, 12 pieces	
11	Normal markers	Blue/black colour, 8	
12	Memo pad	Per person	To be used by participants for writing individual answers or taking notes
13	Tea & coffee		To be arranged with the venue contact person
14	Lunch		
15	Camera	1	