

Training Program Checklist

Before the Meeting

- Develop TNA (Training Needs Assessment).
- Obtain approvals.
- Start training budget process.
- Develop training program based on TNA.
- Select dates and reserve meeting rooms.
- Determine other logistics needed for meeting:
 - Hotel rooms.
 - Transportation.
 - Materials needed.
 - Presentation aids.
 - Guest speakers.
 - Meals and snacks.
- Develop participant list and send invitations.
- Develop meeting agenda.

Training Program Flow (Using Tell, Show, Do & Review)

- Introductions.
- Ice Breaker. ([Use Training-Games.com Ice Breakers](#))
- Training program.
- Training Exercises.
- Review Training Material. ([Use Training-Games.com Training Game](#))
- Wrap-up and obtain participants feedback.

During the Meeting

- Monitor time and expenses.
- Establish meeting rules, and break times
- Keep meeting room clean.
- Consider the level of Interaction and group participation your looking for.
- Assist participants with departure arrangements.

After the Meeting

- Trainers staff discussion of problems and successes and give feedback.
- Send thank-you letters to all participants and guests.
- Compile evaluation results.
- Complete TNA recap and final report.

TGI Note for trainers: The keys to a successful training program are always the same - Preparation and Attitude. Your preparation and your trainees pre-work. Your attitude and your trainees attention and involvement during the training. Training Games, Inc. will make your preparation easier and improve everyone's attitude.