

Pre-Training Checklist

Set-up Training Room

1.
 - Collect the Mentor sign-in sheet from reception, and based on expected numbers ensure there are sufficient chairs, based on numbers attending the session. As it is a shared space you will need to reset it the same way for each training session.
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2. **Put the 'S2S Mentor Training' sign in hallway.**
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Prepare Training Table

3.
 - Collect from reception: Mentor sign-in sheet.
 - From cupboard: name labels, markers, biros, cups, tea bags, sugar, coffee, biscuits (1 pack at a time, MAX 3 packs throughout entire session).
 - From kitchenette: milk and hot water (in canister).
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Prepare Training Materials

4.
 - Have a copy of the session plan to hand, for your reference during the session.
 - Get all interactive materials out so they are ready for the activity sections of training. (available from the training folder).
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Prepare Tech Equipment

5.
 - Use your TCD login to sign into trainer laptop.
 - Connect laptop to screen via dongle or HDMI.
 - Check screen audio is working.
 - Open PowerPoint slide deck, your Odyssey homepage, Library homepage, Padlet (make sure polls are all cleared and have no pre-existing answers).

Post-Training Checklist

1. **Reset the room:** tidy any rubbish and move chairs back.
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2. **Return milk to fridge and hot water cannister to kitchenette.** If doors to kitchenette are closed, leave them neatly on table in training room.
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3. **Bring Mentor Training sign back into room.**
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4. **Return laptop, labels, markers, biros, leftover biscuits, tea bags, coffee, unused cups to training cupboard.**
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5. **Put Mentor sign-in sheet into the training folder in cupboard.**
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6. **Sign the Mentor Trainer attendance sheet and return to training folder.**
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7. **Text WhatsApp group to confirm training is finished.** If biscuits are running low and there won't be enough for the next session, please mention this too!
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8. **Turn off lights, close windows, and close door.**
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9. **Give yourself a pat on the back! You just delivered Mentor training!**