

Pre-Training Checklist

1. Check session numbers and ensure there are sufficient chairs in the room

2. Put 'S2S Mentor Training' sign in hallway to direct participants

3. Put out sign-in sheet, name labels, markers, biros, biscuits, cups, tea bags, sugar, coffee, milk, and hot water

4. Prepare printed copy/tablet of training schedule

5. Ensure Padlet poll answers and chats are clear

6. Plug laptop in to whiteboard and ensure you have loaded the following:
 - The training Powerpoint presentation
 - Your Odyssey log-in
 - The padlet dashboard
 - The library training and support website
 - Turn off or mute all notifications

7. Check audio is coming out of speakers

8. Give yourself 5 minutes to breathe and relax before training begins

Post-Training Checklist

1. Take a breather, you've just finished training!

2. Have a look around and clean up any rubbish you see

3. Return milk to the SCS kitchenette

4. Return laptop, name labels, markers, biros, biscuits, tea bags, coffee, cups to the training supplies cupboard

5. Move chairs back into place and keep the room set up for training

6. Bring Mentor Training sign back into the room

7. Switch off the lights, close windows and close the door.

8. Put the sign-in sheet in the training supplies cupboard and text the Whatsapp group clocking out

9. Go home and relax - you deserve it!