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| --- |
|  **Core Training Checklist** |
|  |  |  |
| **Training basics** |  |  |
| Dates of training |  |
| Course type |  |
| Area |  |
| Trainers |  |
| Contact for training |  |
|  |  |  |
| **Training details** |  |  |
| Training venue |  |
| Contact for venue + tel no. |  |
| Access time for venue |  |
| Breaks |  |
| Is lunch provided? |  |
| Is tea/ coffee available? |  |
| Is there appropriate first aid kit? |  |
| Other useful info |  |
|  |  |  |
| **Attendees List** |  |  |
| **Attendee Name** | **Job Role** | **Number** |
| Lynn Boness |   | **1** |
| Rob White |   | **2** |
| Lubna Hasan |   | **3** |
| Catherine Kelly |   | **4** |
| Karen Holden |   | **5** |
| Taibah Iqbal |   | **6** |
| Kelly Perrott |   | **7** |
| Lisa Thompson |   | **8** |
| Maxine Dearn |   | **9** |
| Alison Edmond |   | **10** |
| Dawn Page |   | **11** |
| TBC |   | **12** |
| TBC |   | **13** |
|  |  |  |
| **Hotel** |  |  |
| Address |  |
| Phone number |  |
| Distance & Time from venue |  |
| Cancellation policy |  |
| Info |  |
|  |  |  |
|  |  |  |
| **Kits & Resources**  |  |  |
|  |   | Checked and confirmed? |
| **Red Folder (based on 16)** | Checklists, Directions from hotel to venue & Hotel confirmation |   |
|  | Sample Pre Training email - participant info |   |
|   | Attendance sheets (yellow) x 3 |   |
|   | Review Day One (blue) x 18 |   |
|   | Review Day Two (blue) x 18 |   |
|   | Trainer Review (green) x 6 |   |
|   | Certificates (Colour on white card) x 18 |   |
| If TfT Observation session: | Local Trainer Review forms (pink) (2 per trainee) |   |
| If TfT Mentor session: | Mentor form (2 per trainee) |   |
| If TfT Supervised session: | Supervision form (1 per trainee) |   |
| **Resources** | Core Training Workbooks x 18  |   |
|   | Tackling Child Obesity Handbooks x 18 |   |
|   | Toolkits x 18 |   |
| **Training Kit** | Core box 1 and 2 |   |
| **Boards (12)** | **Core 1 and 2** (HENRY’s helping hands, CT overview, Why focus on babies & toddlers, The helping process, Alphabet action, Exploring the issue, Styles of parenting, Key parenting skills, Our reward chart, New skills clock, Solution focussed support & Looking after ourselves) |   |
| **Flipchart & Paper** |   |   |
| **Trolley** |   |   |
|  |  |  |
|  |  |  |
| **Notes from trainers** |  |  |
| Additional notes (please include if there were more than the maximum number of participants as we will need to invoice the area) |   |