|  |  |  |
| --- | --- | --- |
| **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) |  | |