

In-Person Training Materials Checklist

Each training session will be educational, interactive, and engaging! In preparation for training, please ensure all items are in place and that each attendee has what they need to succeed.

Workshop Training Location

- Projector or TV (provided by Bank)
 - Projector screen (provided by Bank)
 - Laptop (StrategyCorps facilitator)
 - Wireless presenter clicker (StrategyCorps or Bank/CU)
 - Internet access or WiFi (StrategyCorps or Bank/CU)
 - Extension cord (provided by Bank/CU)
 - Connection cables (StrategyCorps or Bank/CU)
 - Flip chart or flip chart-sized Post-it Notes (Bank/CU provided if applicable)
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Attendee Material

- Training kits (StrategyCorps produces, Bank/CU covers cost)
 - Markers (provided by Bank/CU)
 - Product Placemat or Brochure (Bank/CU provided unless otherwise noted)
 - Pens (StrategyCorps includes in training kits)
 - Highlighters (StrategyCorps includes in training kits)
 - Refreshments for attendees (provided by Bank/CU)
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Training Location Room Setup

- Minimum of 15 participants per session (no maximum)
- U-shaped tables or a classroom-style setup
- Table for projector and laptop
- Timeframe: Two hours per session (workshops 2.5-3 hours)
- Introduction by a member of your management team at each session