**PREPARATION FOR TRAINING**

**CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Checklist** | **Completed****Yes/NO** | **Comment** |
| 1 | Agree training schedule locally with Open Disclosure Lead |  |  |
| 2 | Identify link person to liaise with in relation to the training in the relevant service |  |  |
| 3 | Seek co-trainer well in advance - see list of local trainers in your service |  |  |
| 4 | Arrange suitable venue |  |  |
| 5 | Arrange refreshments for workshop presentations if required |  |  |
| 6 | Send out fliers well in advance of training (use sample fliers provided)Consider asking senior management to send out an email in advance of the training to all services to promote the training and request that staff are released to attend |  |  |
| 7  | Apply for CPD credits for the open disclosure workshop well in advance of the training – see procedure and application forms |  |  |
| 8  | Print workshop workbooks or Circulate workbooks by email to all workshop attendees in advance of the training |  |  |
| 9 | Check availability of equipment: Laptop, projector and speakers.Arrange flip chart, pens, post its Establish IT set up arrangements at the venue |  |  |
| 10 | Manage registration for workshops |  |  |
| 11 | Organise a sign in/attendance sheet – sample provided |  |  |
| 12 | Print workshop evaluation forms – sample provided |  |  |

**POST TRAINING**

**CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Checklist** | **Completed****Yes/No** | **Comments** |
| 1 | Log training on local training record sheet and on the open disclosure national database of training undertaken by the link provided[https://www.smartsurvey.co.uk/s/07MVC/](https://scanner.topsec.com/?d=2120&t=0222fccaac6674353ca88cfbfe9e8fec43cdfb54&u=https%3A%2F%2Fwww.smartsurvey.co.uk%2Fs%2F07MVC%2F) |  |  |
| 2 | Review evaluations and identify learning for future workshops |  |  |
| 3 | Debrief and review the training session. |  |  |
| 4 | Circulate certificates of attendance – see samples |  |  |