# Organising and Managing Training Events
## Checklist for organisers

This checklist was prepared based on the organising procedure commonly followed by Regional Training Centres (RTC) of WMO. However, this checklist can be useful to any institution organising national or international training events that are offered in online or residence format (classroom).

| Activities BEFORE the training event |
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| Form an organising committee |
| Develop a work planning sheet |
| Decide on the budget |
| Decide on dates |
| Confirm availability of instructor(s) |
| Select and book suitable venue (classroom courses only) |
| Develop a Website for the training event (this can be very useful for classroom courses too). |
| Write the "Course Programme" (schedule of the course) |
| Advertise the training event |
| Maintain contact with instructor(s) – discuss any support instructors need prior and during the training (e.g. organising training material in website, printing handouts), identify equipment needed, set up deadlines for production of training material |
| Arrange equipment needed for training, making sure all technical requirements are met (e.g. availability of software, testing of equipment) |
| Select participants |
| Send notification of acceptance/rejection to all applicants, including a request for confirmation of participation from selected applicants |
| Enrol confirmed participants in the training event |
| Arrange catering (if applicable) |
| Arrange accommodation (if applicable) or provide information |
| Arrange transport (if applicable) or provide information |
| Plan opening and closing ceremonies (if applicable) |
| Prepare and distribute information pack for participants (this may be made available via website or emailed to participants prior travel) |

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| | Write a Course Guide (include information about expectations from participants engagement, structure of the course and assessment) |
| | Set up the venue for the training event (classroom courses only) |
| | Allocate responsibilities and brief all staff involved (e.g. instructors, facilitators, technical support officers and others). This is a very important step for both, online and classroom courses. |

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| Notes – Use this space to write any additional activities that are specific to your training event or your institution, and need to be performed BEFORE the event. |

| Activities DURING the training event |
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| Confirm all enrolled participants are present. In online events, this may be done by monitoring participation or course access. Try to contact missing participants to investigate reason of absence and need for support. |
| Conduct opening ceremony (if applicable) |
| Arrange a group photo (classroom courses only) |
| Make general announcements whenever important information needs to be highlighted to participants |
| Ensure supporting staff is available and acting as needed to provide smooth delivery of training |
| Conduct closing ceremony (if applicable) |
| Conduct an event evaluation. This may be initiated at the end of the training event, with the collection and or discussion of general feedback and suggestions. Contacting participants to collect further feedback a couple of months after the end of the course, to investigate about the application of skills acquired during the training, should also be considered. |

| | Distribute certificates. This activity may take place after the event, in case assessments and projects need to be marked. |
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| Notes – Use this space to write any additional activities that are specific to your training event or your institution, and need to be performed DURING the event. |
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| **Activities AFTER the training event** |
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| Send final communication to participants. This may be just a final acknowledgement from organisers or also include results of final assessment and projects. |
| Finalise the financial responsibilities |
| Prepare a report |

| Notes – Use this space to write any additional activities that are specific to your training event or your institution, and need to be performed AFTER the event. |
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