

## ITD TRAINING CHECKLIST

### INSTRUCTION:

- 1) After completing the checklist, please submit this checklist together with the Attendance Sheet and the compilation of Evaluation Forms to the Team Leader for signature.
- 2) The trainer should submit all documents to PIC of training at ITD.

Title of Training : \_\_\_\_\_

Date/Day : \_\_\_\_\_

Venue : \_\_\_\_\_

1. The trainer should confirm with the respective personnel on the availability of the required venue and facilities of the training, one day prior to the training date.
2. On the day of the training, the trainer should arrive at least 15 minutes earlier.
3. Prior to the training session, the trainer must ensure that all systems are in order.
4. On each day of the training session, the trainer should bring the standard Attendance Sheet and make sure that it is been signed by participants.
5. The trainer should ensure that each participant to sign the Attendance Sheet.
6. The trainer must ensure that the participant to return the completed Evaluation Form before leaving the training hall.
7. The trainer should ensure that all facilities (eg : projector, switch, etc) are switched off before leaving the training venue.
8. The trainer should remove any software that has been installed, after the training is completed. (if any)
9. The trainer is required to submit the invitation together with completed evaluation form and attendance sheet for record.

Signature (Trainer): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Trainer): \_\_\_\_\_

Signature /Official Stamp (Team Leader): \_\_\_\_\_ Date: \_\_\_\_\_

*Comments/Summary on the evaluation (compulsory to fill in by the trainer)*