

Course Organisation Guide/Checklist

We have provided the checklist below for you to complete, to help ensure your course runs smoothly. Please note that this list is generic and intended only as a guide. The course you are organising may have specific requirements that you will need to include.

IT Tasks	
Appropriate software has been installed and licensed.	Y / N
Software tested by course facilitator or IT person.	Y / N
Course files copied on to storage device that all participants can access.	Y / N
Course participants and instructor have their own logins or a generic training login for the duration of the course.	Y / N
Students have read/write access to a local drive and network drive.	Y / N
Data projector and screen are available in the training room(s).	Y / N
Instructions for using Audio Visual equipment are located in training room, or have been communicated to the course instructor.	Y / N
IT support staff available pre-course and during course if any problems occur. Contact details for these staff are also provided.	Y / N
Internet access is available for course participants and instructor.	Y / N
Administrative Tasks	
All required documentation/contracts have been completed and returned to Academic Consulting (including payment of training fees).	Y / N
Training room(s) are booked.	Y / N
Whiteboard pens and duster are in training room(s).	Y / N
Photocopying completed (if applicable).	Y / N
Course participants have been asked if they have any specific dietary requirements (if catering is being provided).	Y / N
Course catering has been organised and confirmed (if applicable).	Y / N
Course participants with special requirements have been provided any required assistance or facilities.	Y / N
Course participants have been informed of course timetable and parking facilities.	Y / N
Course evaluation forms have been arranged (if applicable)	Y / N