# COURSE PLANNING CHECKLIST

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**.

Disclaimer

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# COURSE PLANNING CHECKLIST

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| --- | --- | --- |
| Course planning checklist | | |
| Activity | Target date | Completed |
| 1. Confirm course venue – proposed date, arrival and departure times, catering, facilities 2. Select course participants 3. Arrange syndicates, and send out assignments and pre-reading 4. Prepare program 5. Arrange attendance of management at official sessions 6. Arrange local session leaders (aids and handouts) 7. Arrange outside speakers (aids and handouts) 8. Organise exercises and games 9. Prepare material for any new sessions 10. Organise handouts for all sessions 11. Training aids – films, charts, overheads and equipment 12. Organise guests for official dinners or luncheons 13. Arrange visitors to selected sessions 14. Select rooms at course venue 15. Arrange transport, parking 16. Select course counsellor and notify of duties 17. Confirm number of participants 18. Print programs 19. Prepare and print session notes 20. Print participant list 21. Distribute programs and participant list 22. Prepare opening notes for speaker 23. Distribute session notes 24. Prepare training folders for participants 25. Prepare place names and lapel badges 26. Arrange photographer 27. Arrange delivery of equipment to venue 28. Set up room/s 29. Conduct course 30. Prepare closing notes for speaker 31. Arrange participant departures 32. Return equipment 33. Send out gratuities and payments to outside speakers 34. Amend training cards/advise staff administration 35. Compile roll of honour 36. Compile expense statement for file 37. Arrange and distribute certificates of attendance, completion or qualification 38. Record training in participant HR file |  |  |