# 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
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