

PHOENIX TRAINING GROUP

CURRICULUM LEADER INSTRUCTOR MATERIAL

TRAINER'S EQUIPEMENT & MATERIALS LIST

Allergy meds (If you need them)	File box for papers and handouts	Projector HDMI cord
Anti-bacterial lotion or spray	Fingernail clippers & emery board	Projector VGA cord
Auto emergency kit	First Aid Kit with Band-Aids	Push cart for equipment carrying
Auto GPS for finding locations	Flashlights	Rain covers for equipment
Auto jumper cables	Floor mat for physical moves	Rain covers for instructor
Auto mileage record for taxes	Glasses (Extra if you need them)	Reliable car
Baby wipes (Towelettes)	Hair brush/comb	Restraint keys for giving out
Batteries (AAA, AA for electronics)	Hand sanitizer	Rubber bands
Binder clips (All sizes)	Highlighter pens (Pink & yellow)	Rubber gloves
Breath mints	Hole puncher (3 hole type)	Scissors
Bungee cords for push cart gear	Hot/cold pack for injuries)	Shoulder bag for extra papers
Business cards for instructor	iPod for in between classes	Snack bag
Business cards with your name	Instructor name badge I.D.	Snack bowls & plates for students
Calculator	Label maker	Snack forks, spoons & knives
Calendar for scheduled classes	Laminator	Snacks for students
Camera for damage documenting	Laptop computer	Speakers for laptop (AC powered)
Candy to reward the students	Laptop Computer (Backup if poss)	Stapler with extra staples
Car club for parking in bad areas	Laptop computer mouse with pad	Staple remover
Car keys (Extra for emergencies)	Laptop computer USB 4 port hub	Tape (Duct for cords to floors)
Cash bag (For taking payments)	Laser pointer	Tape (Electrical for cords)
Cell phone with charger	Lip balm/chap stick	Tape (Masking for securing)
Chalkboard chalk	Locking box for valuables	Tape (Medical for injuries)
Class signs (Arrows pointing)	Moisturizing lotion	Tape (Scotch for signs & paper)
Class signs (Class closed)	Money (Cash & change)	Thumb drives for computer files
Class signs (Instructor's name)	Notebook for writing during class	Thumb tacks for cork boards
Class signs	Pain reliever (Headaches, etc.)	Tool kit for fixing things
Clipboard for paperwork	Paper clips (All sizes)	Toothbrush for after lunch
Clothes (Extra if yours get ruined)	Paper cutter	Toothpicks
Coffee maker and condiments	Paper for students to write notes	Tums/Antacid for upset stomachs
Cooler for drinks (For Instructor)	Paper for impromptu signs	Video/DVD to show if needed
CPR Mask for emergencies	Paper towels for spills	White-out
Doc's phone number written down	Pencils	Wrist watch or clock
Door stoppers	Pen holder or cup for students	
Dry erase board	Pens for students	
Dry erase board cleaner	Pens (Red for grading papers)	
Dry erase board eraser	Pens (Sharpie permanent type)	
Dry erase markers (All colors)	Plastic forks/spoons/knives	
Easel for dry erase board or paper	Pocket Dictionary	
Electric shaver	Pocket knife	
Envelopes & stamps	Pointer remote for PowerPoint	
Equipment list (Your own for you)	Post-It notes	
Extension cord adaptors (2 to 3)	Power strip/surge protector	
Extension cord adaptors (3 to 2)	Printer/Copier (Small portable)	
Extension cord runner for safety	Projector (1800 lumens or more)	
Extension cords (Three prong)	Projector case for protection	
Extension cords (Two prong)	Projector screen (Fold up)	
Facility list with addresses	Projector screen (Mechanical)	
Fan (Small portable when it's hot)	Projector bulb (Extra replacement)	