

PHOENIX TRAINING GROUP INSTRUCTOR MATERIAL

Requested Training Protocols and Conveniences Provided by the Facilities

- Adequate amount of space necessary for the desired number of attendees expected for the class.
- Adequate number of tables and chairs for attendees and the assistance of staff who are designated to help arrange or remove furniture for classes, or help adjust the thermostat before or during the class.
- Large whiteboard with dry erase markers and eraser for demonstrating ideas and explaining elements of the class. If they have no whiteboard, then request a large paperboard with markers.
- LCD Projector and screen at the class location if available, for any PowerPoint presentations during the training.
- Adequate lighting and abilities to darken the areas of the classroom that will be used for any PowerPoint presentations.
- Bottled water and coffee enough for over the amount of attendees, especially for the eight hour class to stay hydrated throughout the class.
- Snacks for attendees if available, especially during the eight hour classes so that the students can maintain an adequate blood sugar and energy level for the class.
- Written permission, or parking stickers to park as close to the venue location as possible, such as visitor's parking or Doctor's parking to help prevent difficulties in bringing the equipment into the class location.
- Adequate notification of how many students will be attending the class, at least a day in advance, so you will be able to plan for the amount of materials and snacks to hand out to the individuals.
- If the facility requires their own sign-in sheet, then if the facility could provided those sign-in sheet rosters prior to the class time.
- Notification to all expected attendees by the facility to show up for the class and to arrive on time.
- Cooperation by the department coordinating the classes of enforcing the late arrival policy and their willingness to field any students arriving too late to attend by directing them to the coordinating parties or office.
- Contact numbers, both during work hours, as well as after hours, for anyone who is, or will be helping to coordinate the classes in case something goes wrong, or the facility is not accessible.
- To have someone within the facility to be there at the facility to meet the instructor to show where classrooms and equipment are and to unlock areas that might be locked.
- Access to pertinent and relative information and details about the facility, employees, protocols, policies and procedures of the facility to better be able to train, answer questions and provide effective information about how the class relates to them.
- Access to keys, codes or entrance badges for secured areas at least during the class if the area the instructor needs access to is secured.
- Access and contact numbers for audio/visual and I.T. personnel in case the instructor needs help with the facility's electronics.
- For the front desk or personnel at the entrance of the facility to be aware that there is a class there on that day, at that location and the ability to direct anyone from outside of the hospital to the location of the class.
- The knowledge and cooperation from the facility not to schedule any other events or meetings either sixty minutes before and/or thirty minutes after class time, as it is important to have adequate time to set up for the class and not to feel rushed to complete the class.
- The knowledge and cooperation from the facility not to schedule any other events or meetings next to the class at the same time, that might cause a disturbance either to the class, or the event that is occurring next to the class.
- The ability at the location to copy the materials to hand out for the class, or for the facility itself to copy the materials ahead of time and have the materials ready for the Instructor on or before the day of the class and especially prior to the class starting time and the ability to copy papers after the class that the facility might require for their records.
- Knowledge of where to bring any sign-in sheets and paperwork following the class.
- Mailing addresses and contact information of the person within the facility that will be handling the mailed-in documents and certificates that will follow the class.
- Adequate notice of at least two days if any room or schedule changes, or cancelations for the class are occurring.