



SCEIS Training Delivery

Facilitator Checklist

Before the Training Session

- ___ Contact instructor to discuss course delivery plans
- ___ Confirm the number of course participants
- ___ Confirm room and the recommended room layout
- ___ A roster will be e-mailed to the agency Training Coordinator a day or two before class from a member of the Training Team.
- ___ Review prerequisite courses to understand student's skill level
- ___ Ensure you have the necessary directions and maps to training sites
- ___ Assist the Instructor to ensure you have the trainee ids for logging onto the system
 - For desktop log on
 - For System log on
- ___ If possible, visit the training facility a day or two prior to the session to conduct a walk through to ensure appropriate knowledge of location, set-up, restroom facilities, vending machines, etc.
- ___ At the site visit, test access to the assigned training client from all PCs
- ___ Review Basic SAP Navigation course to prepare for any students who need extra help
- ___ Contact the Training Site Coordinator (if applicable) to ensure training materials are in-hand.
- ___ Confirm your Instructor with the Training Coordinator (if applicable)
- ___ Coordinate with Instructor to ensure you have copies of the necessary forms including evaluation forms, assessment forms, attendance/sign-in sheet, etc.
- ___ Bring extra pens for the sign-in sheet and for those rare occasions where trainees forget to bring one
- ___ A training facility may change its safety clearance requirements (badges, safety video) without notice, make sure that you have any required ID



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Day of Training Session- Before Class Begins

- _____ Arrive at the site at a minimum of 1 hour before class starts.
- _____ Get familiar with the building layout to be of assistance to trainees (find the restrooms, exit doors, snack area, etc.)
- _____ Go to training room and assist the instructor with the following tasks:
 - Check to ensure that there are sufficient PCs, and LCD projector, etc.
 - Turn on all the computers and verify they work
 - Test the LCD projector and instructor PC to ensure they work. Test all trainee PCs to ensure that they all work; test log-ons on all PCs.
 - Check the room layout. Adjust tables, chairs, etc., as necessary to enhance course delivery. Check lighting to make sure it is appropriate.

- _____ Display course name in the classroom (whiteboard, flip-chart, or via projector)
- _____ Assist the instructor in distributing trainee materials at each work station.
 - Handouts
 - Exercises
- _____ Prepare Parking Lot on either flip chart paper or on whiteboard
- _____ Work with Instructor to ensure that the classroom is prepared for training (laying out handouts, etc.)
- _____ Greet trainees as they arrive



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Day of Training Session- During Course Introductions/Conduct Class

- Assist trainees if they have any questions about materials
- Assist the instructor in dealing with classroom disruptions
- Ensure all participants sign-in
- Assist trainees in executing exercises as needed
- Ensure the session stays on time
- Provide “real” scenarios (as appropriate), and share experiences in the SCEIS Production system.
- Alert the Instructor about End Users requiring additional assistance
- As needed, capture questions on the flip chart/white board
- If this is a multiple day course, verify where students can leave binders
- Coordinate with Instructor to remind participants to fill out Evaluation Form in Blackboard
- Coordinate with Instructor on issuing parking passes at the end of class as needed
- Write questions/issues on flip chart
- Do not stand in front of screen or with your back to students
- Coordinate with Instructor on testing for understanding- work through the Exercises and Review Questions
- Assist the Instructor in monitoring exercise performance. Walk behind students and observe/assist as needed

Key SCEIS Contacts

- **Password reset assistance or technical questions:**
SCEIS Help Desk (803) 896-0001 (select option 1 for SCEIS help) or sceishelpdesk@sceis.sc.gov
- **Other related questions (Blackboard, Materials, Handouts):**
SCEIS Training training.sceis@sceis.sc.gov
Betsy Ford 803-734-8014; betsy.ford@sceis.sc.gov



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After The Training Session

- ___ Remind trainees to go to Blackboard to complete course evaluation
- ___ E-mail attendance results directly to the Training Team daily
- ___ Assist instructor in collecting and compiling Parking Lot.
- ___ Assist instructor in cleaning up the room, and do whatever else is necessary to return it to its original state.
 - Throw away cups, bottles, etc
 - Collect paper clips, pens, pencils, etc.
 - Turn off all equipment (trainee PCs, instructor PC, LCD, etc.) as appropriate
 - Turn off lights, etc.
- ___ Work with Instructor to identify students you believe may need additional training and what training is needed.
- ___ Send or email parking lot issues, outstanding questions, performance impacts, feedback, etc to the Training Team