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 SRM 7.2 training related questions:**
  SCEIS Training training.sceis@sceis.sc.gov
  Tracy Powers 803-832-8142 or 803 206-2367; tracy.powers@sceis.sc.gov

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