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**Training Venue Checklist**

***Educate. Learn. Empower. Lead***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. TRAINING PROGRAM DETAILS** | | | | | | |
| Name of Person Completing Checklist | |  | | | | |
| ICAN Learn Trainer/Tutor/Assessor | |  | | | | |
| Training Program | |  | | | | |
| Course Title | |  | | | | |
| Course Code | |  | | | | |
| Training Delivery Dates | |  | | | | |
|  | | | | |
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| **2. TRAINING VENUE DETAILS** | | | | | | |
| Venue Name | |  | | | | |
| Address | |  | | | | |
| **3. TRAINING VENUE CONTACT DETAILS** | | | | | | |
| Name | |  | | | | |
| Position | |  | | | | |
| Phone | |  | | | | |
| Email | |  | | | | |
| **4. TRAINING VENUE REQUIREMENTS** | | | | | | |
| **Training Space & Facilities** | | | | | | |
| Adequate #  Table & Chairs |  | Flexible table arrangement |  | Whiteboard/Pens |  | Break out Space/Rooms |
| Adequate # Power Points |  | Air conditioning  heating |  | Adequate lighting |  | Adequate Parking |
| Venue security |  | Ground level training room |  | Upper level training room – Steps/Elevator |  | Disability access |
| Access to Tea/Coffee making area |  | WiFi |  | Electrical Leads |  | Photocopying facilities |