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 **Training Venue Checklist**

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

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| **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 conditioningheating |  | 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 |