# Training Facilitator Guide

The purpose of this document is to include all necessary information regarding the preparation and planning of the training.

One option is to follow the [TRIPLE project training toolkit](https://project.gotriple.eu/project-deliverables/triple-training-toolkit/)

Another option is to write down:

* Checklist: what to do
  + Before,
  + During, and
  + After the training
* where are all of the materials that should be used during the training
  + digital materials location
  + physical resources and equipment needed
    - e.g. projector
    - e.g. activity resources such as card decks
    - etc.
* how to prepare the materials beforehand
  + e.g. something needs to be written on the flip charts
* how to prepare the learning environment
* room layout and any other specifics (e.g. name tags, sign-in sheet, etc.)
  + in case of an online training this includes preparation of the virtual room, providing access, sending out or publishing reading materials, etc.