Preparing the Classroom

1. Training room checklist:
Use the following to ensure that your classroom is adequate for training.

- ☐ Five sq m for each participant (preferred)
- ☐ Comfortable temperature and adequate light
- ☐ Free from distracting sounds and sights
- ☐ Adequate catering (e.g., water, snacks, tea)
- ☐ Adequate electrical sockets and leads
- ☐ Adequate wall space for displays
- ☐ Access to fire exits
- ☐ Adequate breakout rooms if required for small group discussion
- ☐ Chairs and desks to suit the teaching style
- ☐ Access to adequate bathrooms

2. Class layout:
Choose the class layout to give the best learning environment.

Layout	Control	Sightlines	Participation
Semicircle	Medium	High	High
Classroom	High	Low	Low
Rectangle	Medium	Medium	Low
Horseshoe	High	Medium	Medium
Half round	Medium	High	High

3. Support devices:
Check support equipment is functional and effective.

- ☐ Can projected visuals be clearly seen and read from all parts of the room
- ☐ Position devices so that the speaker (from the audiences perspective) stands to the left of the screen (for English speakers)

Computer and multi-media projectors
- ☐ Check that computers and projectors are working and "communicating" and that you can switch units on and off

White boards
- ☐ Clean off unnecessary previous writing
- ☐ Check pens are for white board use only
- ☐ Keep white board and permanent markers separate
- ☐ Have board cleaners

Flipcharts
- ☐ Ensure enough flipcharts, pens and paper are available
- ☐ Have light colored paper and at least two dark color markers. Check markers are working!
- ☐ Have pins and/or masking tape for posting chart sheets

Cards/Visualization techniques
- ☐ Ensure cards are light color and at least 10 cm x 15 cm
- ☐ Have adequate marker pens of at least 2 dark colors that show up clearly on the cards from a distance – e.g., the back of the class
- ☐ Have pins and/or masking tape for posting cards
- ☐ Have large sheets of paper to tape cards on (Tape cards on to paper if the wall is unsuitable and/or to capture session output).

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