

iMapInvasives Training CHECKLIST

1. BEFORE YOUR TRAINING – PREPARE

- ☐ Schedule training and determine best format for audience (Mobile, Online, hands on, etc.)
- ☐ Submit [Training Class Details Form](#) (Contact the iMapInvasives team if necessary)
- ☐ Submit [Advanced Registration Spreadsheet](#) to iMapInvasives team two weeks prior to training
- ☐ Download and print appropriate training materials/resources
- ☐ Create presentation PowerPoint using [template](#) provided (updated regularly)
- ☐ Familiarize or refresh yourself with iMapInvasives website and mobile app as needed
- ☐ Send courtesy reminder for training (~two days in advance)

2. DURING YOUR TRAINING – PRESENT

- ☐ Collect attendance for all in attendance, regardless of already having a username or not
- ☐ Silence your phone and close any computer programs not needed for the training.
- ☐ If using computer, open web browser and specific pages in advance
- ☐ Provide intended training
- ☐ Answer and collect attendee questions for follow up responses
- ☐ Accept feedback/evaluation using provided form (can use link or printable resource)

3. AFTER YOUR TRAINING – EVALUATE

- ☐ Reconcile sign-in sheet with actual attendance and submit to iMapInvasives team
- ☐ Submit evaluations to iMapInvasives team
- ☐ Send a personalized thank you email or letter to the attendees
- ☐ Review your notes and prepare for the next training

