

TRAIN THE TRAINERS CHECKLIST

Name (trainee)		
Country:	Employer	
Posstion	(Nurse. Physcian, Adm.peronale etc)	
Trainer	Module	

1. Preparation for the "Train the Trainers" course before the first meeting.

□ Access to Materials, to platform:

All materials need to be available on the learning platform before the first in-person meeting.

PowerPoint Review:

The trainee should go through the PowerPoint presentation in advance.

□ Question Preparation:

The trainee is expected to prepare 5-10 questions for discussion at the first meeting.

2. First meeting with personal trainer either online or physical meeting

□ Subjects outline

□ General discussion General discussion on the subject

Presentation review

The trainer and the trainee will discuss the presentations based on the prepared question in the pre-phase

□ Adjustments for National Requirements

If needed, discuss any adjustments based on national requirements.

3. Trainee presentation preparation and discussion, online

□ Presentation Preparation

The trainee prepares an adjusted presentation.

□First Presentation

The trainee presents to the trainer for the first time

Discussion and Feedback

Trainer provides feedback and discusses improvements.

4. Trainee presentation preparation and discussion, online

Course Material Discussion
Review the readings and other relevant course materials.

Adjustments for National Needs

Make any necessary adjustments based on national requirements.

5. Exams and assessments, online

Examination Discussion Review the possible examination content and structure.

Adjustments for National Needs
Make necessary changes based on national requirements.

6. Teaching adults in health care, online

Teaching adults principles

Discussion on specific requirements: teaching health care professionals

Teaching health care professionals at different levels

7. Issuing certificate:

	e-님닉드	
CE	RTIFICATE OF COMPLET	ION
	This is to certify that	
	Name Surname	
has succes	sfully completed the Train the trainer	s program in
	Course name	
	Prepared/delivered by	
	e-hospital4future	
Name sumame Course lecturer		Ana Maria Madureira Project coordinator
	Month date, year	
Co-funded by Union or the Heal	ropean Union. Views and opinions expressed are however those of the author(s) th and Digital Executive Agency (HaDEA). Neither the European Union nor the gri 4Future. All Rights Reserved. Project: 101101190 - =-Hospital/Future - EU4H-30	inting authority can be held responsible for them. Copyrigh