e-H4F

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:**