Instructor Skills	firetrainingtoolbox.com	Knowledge Series 13-002

Instructor Checklist

Lack of organization can break a training session, if the Instructor fails to plan. “Failure to plan, is a plan to fail.” Use this simple checklist to ensure you are prepared come day of execution.

2-4 Weeks before scheduled training.

- ☐ Lesson planned prepared and reviewed.
- ☐ Classroom scheduled.
- ☐ Presentation prepared and matches lesson plan.
- ☐ Recent lessons learned/close call reviewed and inserted into presentation.
- ☐ Supplies ordered such as handouts, text books and student tools.
- ☐ Tools and equipment for any hands on training collected and ready for use.
- ☐ Additional Instructors have been contracted id applicable.

Day before/day of scheduled training.

- ☐ Classroom equipment function check performed.
- ☐ Classroom set up for type and size of class.
- ☐ Handouts and supplies distributed in classroom.
- ☐ Beverages, snacks and facilities ready for students if applicable.
- ☐ Student rosters prepared and ready for student tracking.
- ☐ Additional Instructors have been given expectations and instructions.

ADDITIONAL ITEMS NEEDED