

## Training Class Preparation Form

**Seminar Title:** \_\_\_\_\_

**Your confirmation number:** \_\_\_\_\_

Hotel confirmed (if from out of town) \_\_\_\_\_

### Seminar Date/Time/Location

Verify this information in advance so you will be appropriately prepared for the seminar in a timely fashion, and have brought all the necessary items.

### Confirmed Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Start:** \_\_\_\_\_

**Date End:** \_\_\_\_\_

**Check-in Time:** \_\_\_\_\_

**Class Times:** \_\_\_\_\_

**Lunch Break:** \_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_

- Provided
- Nearby restaurant
- Bring

**Payment submitted?** \_\_yes\_\_\_\_\_no\_\_\_\_\_

Most trainers require payment prior to the seminar, or at least on the day of the seminar. You should know beforehand, so you won't have to worry about it during the seminar. If you need the certificate of completion or CEU credits certificate quickly, then you should register early and pay early, to ensure you are on the roster. If you make payment at the last minute or at the seminar, you probably won't receive your certificate at the end of the class. Instead, it will be mailed to you once payment has cleared.

### Transportation

- Checked typical traffic?
- Availability of buses, cabs, subways?
- Staying at seminar venue?

**What do you need to bring to the seminar?**

- Pen/pencils?
- Paper pad?
- Calculator?
- Laptop/tablet?
- Specialized equipment? Protractors, spec books, etc?

**Is there any pre-work to be done?**

- Assessments?
- Pre-quiz?
- Portfolio examples?
- Case files?

**Pre-requisites?**

Does the seminar require pre-requisites? For example if you are attending an Advanced Microsoft Excel class, are you required to have knowledge enough to understand the course materials? Or should you consider the Understanding Microsoft Excel class first?

**Preparing for the Seminar Material**

Prepare some possible course questions you would like discussed and answered.

Review the outline of the seminar. If there is an agenda provided, read through it carefully, thinking of how the content will apply to your daily job or your organization in general. Try to come up with some relevant questions based on your analysis of the course information available. This exercise is just to get your thought process going. You may find that your questions turn out to be irrelevant, or that the questions are answered before you get a chance to ask them. In any case, during the seminar, put responses to your questions.

Q1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Goal-setting**

Set a goal or purpose for the seminar. Do you consider this class just a box to be checked? Is this course required for you as a disciplinary action? Is this class a stepping stone to your next position in your company (or a position with a different company)? Is it required for re-certification, to fill CEU required to maintain a license, or upgrade your skills for updated industry specifications?

There are numerous reasons why seminar attendees take a class. Use these reasons to develop a goal for the knowledge acquired during your course.

GOAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tips for success**

- 1) Prepare for your daily responsibilities to be covered by a co-worker as best possible. If you are being texted or called during the seminar, it will distract from your learning, and possibly, others' concentration. If you can, keep your phone off during class times, and if completely necessary, make calls to the office during breaks.
- 2) Get plenty of rest the night before the seminar. You are at your best when well rested.
- 3) Get a good breakfast. Don't opt for the free doughnuts sometimes provided at the seminar.
- 4) If you don't understand, ask questions. Because of the typical condensed nature of seminar materials, you may fall behind or miss an important point if you are struggling to understand something that the trainer has already moved past.
- 5) Talk with your peers during the breaks about the course material and how it will apply to each other's job. This keeps the content interesting, as well as great for networking.
- 6) Avoid negative talk amongst each other. Negativity is never appropriate at an event such as a seminar.