# Training Coordinator Roles and Responsibilities

**Instructions:** Use this checklist as a starting point for items to consider. Customize this document, adding relevant information as appropriate or removing information that does not apply to your situation.

A training coordinator often works with the training cadre member to ensure successful meeting and training events.

| Check Box | Training Coordinator Roles and Responsibilities |
| --- | --- |
|  | Working with the trainer to secure a site   * Adequate space to accommodate the number of participants expected * Internet access |
|  | Downloading relevant documents, as requested by the trainer |
|  | Copying the appropriate number of training or meeting materials   * Agendas * Participant workbooks * Handouts * Miscellaneous documents |
|  | Supplying audiovisual equipment   * Computer * Projector and screen * Internet access * Flip charts and markers |
|  | Supplying other materials, as needed   * Note paper * Pens * Attendance badges |
|  | Supplying refreshments if appropriate/allowable |
|  | Assisting with miscellaneous shipping needs |
|  | Coordinating follow-up support with the trainer |