# 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
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| [ ]  | Supplying audiovisual equipment* Computer
* Projector and screen
* Internet access
* Flip charts and markers
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| [ ]  | Supplying other materials, as needed* Note paper
* Pens
* Attendance badges
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| [ ]  | Supplying refreshments if appropriate/allowable |
| [ ]  | Assisting with miscellaneous shipping needs |
| [ ]  | Coordinating follow-up support with the trainer |