PH101 – Module I
History of Public Health & Core Functions
Trainer Information

Preparing for the Training

☐ Attend the training at least 2-3 times
☐ Become familiar with the presentation material
☐ Co-train with one of the main trainers at least 2 times

Planning for the Training

☐ Coordinate with co-trainer to select date for training
☐ Notify logistics coordinator of training dates selected

One week before training:
☐ Meet with co-trainer to confirm roles

One day before training:
☐ Gather necessary supplies that are not already at training site. Supplies needed include:
  ☐ Sign-in sheet
  ☐ CEU packets (tents, evaluations and attendance sheets)
  ☐ Three sticky walls and masking tape
  ☐ Laptop & projector
  ☐ 3-prong extension cord
  ☐ Flash drive with all modules on it
  ☐ Markers & flip chart
  ☐ Binders
  ☐ Materials for training activities (Core functions & 10 Essential services)
  ☐ Starbucks gift cards for prizes

Day of training:
☐ Arrive one hour prior to set up the training room
☐ Set up tables
☐ Put up sticky walls
☐ Set up laptop and projector
☐ Arrange sign-in sheets and CEU information
☐ Make sure all participants sign-in on the general sign-in sheet, even if they are also signing the CEU sign-in sheet
☐ Collect CEU forms, general sign-in sheet, and evaluations
☐ Stay to clean training room
☐ Ensure that Creekside room is left according to how it was found and all of the facility use rules are followed
☐ Give IS equipment to Administrator immediately after training

Day after training:
☐ Return all materials to proper space if you have not already
☐ Give CEU forms, general sign-in sheet, and evaluations to the Logistics Coordinator.