



ReadyRosie

Training Checklist

We are looking forward to providing you with Professional Development for your District/Agency. Please use this checklist to make sure you have everything in place prior to the training.

- 1. Modules chosen and given to the ReadyRosie trainer.
(Contact us at info@readyrosie.com if you need to connect with your trainer)
- 2. Speakers, wi-fi, and projector in the training room
- 3. Table/chair set up
- 4. Remind participants to bring devices (laptops or tablets)
- 5. Chart paper and markers
- 6. Teacher/Staff spreadsheet upload sent to support@readyrosie.com at least 1 week prior to training (if new customer). If you need the template, email support and they can send you one.