



## TRAINING PREPARATION CHECKLIST FOR ONSITE WORKSHOPS

This document specifies how a client should prepare in order to effectively conduct a PivotPoint onsite workshop at their training facility. You can download descriptions for the workshops that we offer from the Training page of our web: <http://www.PTCorp.com/training.htm>.

The following sections describe the prerequisites for the workshop training room, instruction times, students, and the instructor.

### Training Room

A training room must be available with the following features:

FEATURE	DESCRIPTION
<b>Multi-Media Projector:</b>	A multi-media projector system capable of use with the instructor's laptop is preferred. Alternatively, a multi-media projector system that is connected to a client's computer that has PowerPoint installed and a USB port is acceptable. The multi-media projector should be capable of at least XGA resolution (higher is preferred) and 2000 lumens brightness (brighter is preferred).
<b>Whiteboards</b>	At least one large whiteboard with fresh markers is required. Two whiteboards are preferred.
<b>Seating:</b>	Adequate number of chairs and tables/desks for all students.
<b>Student Computers/Software (optional)</b>	When software training is included in the workshop the training room must include computers for the participants, with the required software pre-installed. Since the software will vary based on the workshop selected, details regarding software installation will be coordinated separately. In general, one student per computer is preferred, but two participants per computer is acceptable.
<b>Refreshments:</b>	Access to refreshments during mid-morning and mid-afternoon breaks is recommended.

### Training Times

Typical training times for our workshops follow:

**08:00-16:00 daily** Includes 1 hour lunch break, and short breaks in mid-morning and mid-afternoon.

If you want to adjust the start/stop times, please let your instructor know in advance.

### Students

Prerequisites for students vary among workshops. Please see the *Prerequisites* section of your workshop description.

## Instructor

Please provide the following information to PivotPoint at least 10 days prior to your workshop:

ITEM	DESCRIPTION
<b>Logistical Information</b>	Provide your Instructor with the training room location and brief him/her about any special security or parking issues that are relevant. Also, please provide travel recommendations about nearby airports and hotels.
<b>Onsite POC</b>	Identify your onsite primary point-of-contact for the training, along with contact info (email, landline and mobile).
<b>Student Headcount</b>	Confirm the number of students who will be participating in the workshop. If the number is greater than 12, you will need to coordinate with your Instructor in advance.
<b>Auditor Headcount (optional)</b>	Confirm the number of auditors, if any. If the number is greater than 2, you will need to coordinate with your Instructor in advance.
<b>Security/NDAs</b>	Inform us about any security or Non-Disclosure Agreement (NDA) paperwork that needs to be completed prior to the workshop.

If you have any questions about this checklist or want to discuss any details, please contact PivotPoint Training Services at [training@PTCorp.com](mailto:training@PTCorp.com) or +1.760.201.0200.