Training materials checklist

Each participant should have a copy of the VGGT during the training. In addition, all participants should either bring or be supplied with notebooks and pens to use throughout the workshop.

	SPECIFIC MATERIAL PER SESSION	ALREADY PROVIDED IN THE SESSION	TO BE REPARED BY THE ORGANIZERS	TICK IF PREPARED/ ACQUIRED
Session 1	PowerPoint presentation or a briefing note prepared for the speaker		•	
	Laptop computer (if the speech is based on a PowerPoint presentation)		•	
	Projector (if the speech is based on a PowerPoint presentation)		•	
Session 2	Notebooks or cards		•	
Session 3	Ground rules poster		•	
	Learning contract poster	•		
Session 4	Cards		•	
	Markers		•	
	Flipchart		•	
	Poster 'What I like'		•	
	Poster 'What I don't like'		•	
Session 5	Flipchart		•	
	Pre-prepared agenda		•	
	Paper		•	
	Markers		•	
Session 6	List of questions to be answered to be displayed in the room	•		
	Posters for the participants to write down their case and display them OR have the note-taker write down the cases		•	
	Tape		•	
Session 7	Guiding questions on the communication channels		•	
	Flipchart		•	
	Markers		•	
Session 8	PowerPoint presentation	•		
	Flipchart		•	
	Videos	•		
	Laptop computer		•	
	Projector		•	
	Speakers for the video		•	
Session 9	Video	•		
	Projector		•	
	Speakers for the video		•	
Session 10	PowerPoint presentation	•		
	Flipchart		•	
	Laptop computer		•	
	Projector		•	

To be printed

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	SPECIFIC MATERIAL PER SESSION	ALREADY PROVIDED IN THE SESSION	TO BE PREPARED BY THE ORGANIZERS	TICK IF PREPARED/ ACQUIRED
Session 11	The 16 posters printed and displayed in the room	•	•	
	Green, yellow and pink Post-its		•	
	Tape		•	
Session 12	Cards		•	
	Questions	•		
Session 13	PowerPoint presentation	•		
	Laptop computer		•	
	Projector		•	
	Flipchart		•	
Session 14	*People's Manual*, chapter 2	•		
	Instruction to design a role-play	•		
	Role-play scenario		•	
	Participants' briefs for the role-play		•	
	Questions for debriefing the participants		•	
	Markers		•	
Session 15	PowerPoint presentation or posters		•	
	Laptop computer (if the PowerPoint presentation is prepared)		•	
	Projector (if the PowerPoint presentation is prepared)		•	
Session 16	Summary of selected cases		•	
	Fold-out User Guide of the People's Manual	•		
	Flipchart		•	
	Markers		•	
Session 17	Guiding note and guiding list of questions	•		
	Sheets of paper for each participant		•	
Session 18	Post training evaluation questionnaire	•		
Session 19	PowerPoint presentation (if needed) or a briefing note prepared for the speaker		•	
	Laptop computer (if the PowerPoint presentation is prepared)		•	
	A projector (if the PowerPoint presentation is prepared)		•	
Other useful materials	Stapler (with some packets of staples)		•	
	Glue sticks		•	
	Scissors		•	
	Post-its		•	
	A4-size white paper		•	
	Tape		•	
	A large clock		•	
	Printer		•	
	Photocopier		•	
	Pens		•	
	Notebooks		•	

Callout notes on the table:
- To be adapted and printed
- To be printed
- To be printed and distributed
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