

Training Workshop Planning and Preparation Checklist

Identify a program to host the training that:	
	Has enough young children on site, ranging in age, so that each participant can practice screening at least 5 children each
	Is accessible to all potential participants, individuals with disabilities
	Has access to restrooms
	Permits refreshments/lunch to be served on site
	Has a relatively quiet, distraction-free environment for the meeting (conference room, empty classroom with moveable chairs, etc.) with sufficient space, tables, chairs and electrical outlets available for plugging in equipment if necessary
	Has a TV-DVD or Laptop, Projector, speakers and screen that can be used during the training (note that if using a TV-DVD the tracking tool and the review of additional online resources portions of the workshop will not be able to be completed)
Schedule the training workshop:	
	On a day acceptable to the host site and participants
Schedule and plan specific workshop activities:	
	Arrange for morning breakfast snacks/drinks
	Arrange for lunch/drinks
	“Hands on” screening practice to occur approximately 2.5 hours after the beginning of the training and at a time that fits with the children’s schedules (mid-morning usually works best so that screening is completed before lunch)
Obtain screening equipment	
	Arrange for sufficient OAE equipment so that no more than 4 participant trainees are sharing a single piece of equipment. Also have 1 demonstration unit available. Be sure that batteries in the OAE equipment are charged or fresh.
Prepare teachers, staff and other participants	
	Provide host site with information about preparing teachers
	Ask about any special procedures screeners will need to follow such as the use of foot covers in infant areas, where participants should park, etc.
	Provide participants with general information on the agenda, hours of the workshop, and that a light breakfast and lunch will be provided
	Provide participants attending the training with maps on how to find the training location
	Advise participants they will be doing “hands-on” screening of children and need to dress comfortably to be able to interact w/children, sit on the floor, etc.

Workshop Materials Checklist

The following is a list of materials needed for each training workshop.

Provide 1 for each training session	
	Sign-in sheet
	Training Video/DVD
_____ # of pieces of equipment to be used in training workshop (provide 1 for each piece of equipment)	
	Instructional Guide with DVD
	Set of Screening Forms (enough copies with each piece of equipment to cover the number of children programs will be screening after the training.)
	Set of Follow-up Forms (enough copies with each piece of equipment to cover approximately 10% of children who will be screened who may also need to be referred for Follow-up.)
	Toys (silent toys--use during screenings and send home with equipment)
	Extra probe tips (adult & pediatric, enough for trainees to screen each other and to screen children of a variety of ages at the host site)
	Sanitary wipes (for cleaning hands prior to each child being screened)
	Zip lock bags (for used probe tips and wipes)
_____ # of participants (provide 1 for each participant)	
	Workshop Agenda
	Instructional Guide with DVD
	Name Tag
	Screening Skills Checklist
	Test Your Knowledge about OAE Hearing Screening
	Workshop Evaluation form
_____ # of children to be screened during the training workshop _____ # of workshop participants (provide enough copies of screening forms to cover the number of children that will be screened at the host site, 1 per child, plus 1 "practice" copy for each participant.)	
	Screening Forms

Training Workshop Day—Set-up Checklist

Meet host site staff; view host site facility:	
	Introduce the trainer(s) to all key host site staff, meet teachers, provide staff with information on OAE screening if that was not done previously.
	Review host site preferences and policies, including sign-in policies, parking, procedures to be followed when working with children, use of foot covers in infant areas, etc.
	Determine where screening can best be conducted; confirm the time when children will be available for screening.
Set up the meeting room:	
	Arrange tables in a semi-circle or U-shape that permits people to interact and for small clusters of up to 4 individuals to share a piece of equipment.
	Position the TV-DVD or Laptop in the front of the rooms so that people can watch the video while also glancing at the equipment that is on the table in front of them. Test internet connection.
	Locate electrical outlets to plug in equipment if necessary.
	Set up table on which breakfast refreshments, drinks, and lunch can be served.
	Set up a place for participants to sign in and receive a name tag upon arrival.
	Set-up a table and chair for equipment demonstration.
Equipment:	
	Set up TV-DVD or Laptop, speakers & projector, test it, and make sure volume is set.
	Be sure that batteries in the OAE equipment are charged or fresh.
	Place OAE screening equipment on tables so that up to 4 people can share equipment.
	Reserve one OAE unit for demonstration purposes along with probe tips, calibration chambers (if needed) and other equipment elements.
Materials:	
	Place an Instructional Guide, Workshop Agenda, Test, and Workshop Evaluation form at each seat.
	Place screening forms, extra probe tips, sanitary wipes, toys, and zip lock bag with each piece of equipment.
	Arrange other materials to give to participants when appropriate