TRAINER CHECKLIST

BEFORE COURSE
- ✓ Complete the online *Trainer Application.*
- ✓ Attend your trainer orientation.
- ✓ Receive email from TGH about trainer approval*.*
- ✓ Schedule your 15 hours of training (minimum 5 classes) and include make-up times. Make sure not to schedule classes on holidays.
- ✓ Review materials on the [Items for Trainers (Trainer Portal)](#) page (password *gotgh*) and use all those that are helpful.
- ✓ Begin recruiting participants for your course. Consider holding an information session to introduce the program to potential participants.
- ✓ Submit your *Course Application* by the deadline posted on the online form.
- ✓ Receive email from TGH about course approval and your online Attendance Roster from TGH.
- ✓ Create browser bookmarks for the [Items for Trainers](#) page and your attendance roster page
- ✓ Choose what parts of the TGH Curriculum you want to cover in your course.
- ✓ Create a final project to assign, based on the TGH curriculum, to be completed by your participants/families.
- ✓ Plan your final class session. This is a good time for a fun, informal graduation celebration. Potlucks and certificates are not required but are always popular!

DURING COURSE
- ✓ Keep an eye out for email reminders from TGH on steps to running your course.
- ✓ Review TGH Participant Agreement during your first class.
- ✓ In your first class, have everyone complete the *Participant Enrollment Form* at www.techgoeshome.org/hello
- ✓ Start collecting $50 from participants who want to purchase the discounted TGH device.
- ✓ Have all participants sign up for Gmail accounts.
- ✓ Take attendance after each class session using your online *Attendance Roster*.
- ✓ Guide everyone to http://www.tghconnect.org/ and explore discounted internet options.
- ✓ Take lots of pictures!
- ✓ About 2 weeks before your last class, TGH will send you instructions on how to finalize your TGH course and order devices as needed. Remember, ONE device per household/business.
- ✓ In your final class, have everyone complete the Participant *Post-Training Survey* at www.techgoeshome.org/goodbye

AFTER COURSE
- ✓ Email TGH any pictures, quotes, or final presentations that you want to highlight.
- ✓ Complete the *Trainer Post-Training Survey*.
- ✓ Submit invoices for yourself and your course assistant (TGH School & Early Childhood only)
- ✓ Congratulations! You have completed your TGH course!