

iMapInvasives Training CHECKLIST

1. BEFORE YOUR TRAINING – PREPARE

- Schedule training and determine best format for audience (Mobile, Online, hands on, etc.)
- Submit [Training Class Details Form](#) (Contact the iMapInvasives team if necessary)
- Submit [Advanced Registration Spreadsheet](#) to iMapInvasives team two weeks prior to training
- Download and print appropriate training materials/resources
- Create presentation PowerPoint using [template](#) provided (updated regularly)
- Familiarize or refresh yourself with iMapInvasives website and mobile app as needed
- Send courtesy reminder for training (~two days in advance)

2. DURING YOUR TRAINING – PRESENT

- Collect attendance for all in attendance, regardless of already having a username or not
- Silence your phone and close any computer programs not needed for the training.
- If using computer, open web browser and specific pages in advance
- Provide intended training
- Answer and collect attendee questions for follow up responses
- Accept feedback/evaluation using provided form (can use link or printable resource)

3. AFTER YOUR TRAINING – EVALUATE

- Reconcile sign-in sheet with actual attendance and submit to iMapInvasives team
- Submit evaluations to iMapInvasives team
- Send a personalized thank you email or letter to the attendees
- Review your notes and prepare for the next training

