# FACTORS TO CONSIDER WHEN SCHEDULING A TRAINING SESSION

The following provides general guidance as you organize your planned training session. It is not a comprehensive listing and does not fully address the technology resources you will need to consider if your training is offered remotely.

## Develop an Agenda

Develop a preliminary agenda and design for the training session.

- How much time will it take to cover the selected topic?
- How will the training material be presented?
- What equipment and materials will you need to present the information?

## Scheduling the Event

Schedule the training, picking a date and time that will work for targeted participants.

- Dates to avoid
    - CDBG program deadlines
    - Federal or local holidays
    - Religious holidays (e.g., Christian, Jewish, Islamic, etc.)
    - Local school holidays (e.g., spring or winter recess)
    - Major national or local political or sporting events
    - Mondays and Fridays, weekends

## Selecting a Venue

Select a venue—physical or virtual—that is appropriate for the training session.

- Site options
    - Your facility or another site under your control
    - Current subrecipient facility
    - Local venue (e.g., conference facility, community meeting space, institutional facility, etc.)
    - Remote or virtual meeting

- Availability
    - Is it available on the date you have selected?
    - Is it available for the entire time you have budgeted for the training?

- Location
    - Is it centrally located? Is it easy to find?
    - Is it accessible by both public transportation and private vehicles?
    - Is parking provided? Will participants be charged for parking?
    - If the training will take more than one day, is lodging available nearby?

- Physical Considerations
    - Can disabled participants be accommodated?
    - Is the space large enough?
    - How are the sightlines? Will everyone be able to see the speakers and presentations?
    - How flexible is the space? Can the space be reconfigured for role-playing and small group discussions?
    - Is there a suitable space available for social interaction and networking?

- Are the chairs comfortable? Are the tables large enough?
- Is the lighting adequate?
- Can the room be easily heated or cooled?
- Will participants be distracted by the sound of activities in adjoining rooms?
- Is the facility adequately furnished, clean, and well maintained?
- Will your participants feel safe attending training there?

- Technical Considerations
  - The quality, capability, and availability of needed AV equipment
  - Is Wi-Fi available? Is the internet connection reliable?
  - Is tech support provided? Is staff competent and responsive?

- Catering Options
  - Can they provide food and beverages for scheduled breaks?
  - Are healthy food options available?
  - If not, can you bring in your own refreshments

- Cost
  - Is there a cost to use the space?
  - Are there other fees that may apply (e.g., parking, AV equipment, etc.)?
  - Is there a cancelation fee?
  - Are they open to negotiating the fees?
  - Do you have the funds available to cover predicted training costs?