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