### Domestic Violence Training Preparation Checklist

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| **Category** | **Checklist Item** | **Completed** |
| **Trainer Preparation** | Familiarised with teaching materials and content | ☐ |
| Prepared personal notes if needed | ☐ |
| Allocated sufficient preparation time | ☐ |
|  | Trigger warnings planned | ☐ |
|  | Trainer team briefed on escalation procedures | ☐ |
|  | Contact list of relevant support organisations ready | ☐ |
|  | Welcome E-Mail sent out to participants (including pre-survey) | ☐ |
| **Equipment & Materials** | Additional resources (images, videos) prepared | ☐ |
| *On-the-day* | Laptop, projector, and internet connection checked | ☐ |
| Whiteboard, paper board, and markers available | ☐ |
| Stationery (adhesives, pens, coloured cardboard, fasteners) ready | ☐ |
| Furniture arranged for course (e.g., semicircle or Π) | ☐ |
| **Training Area** | Adequate space for group work and role-play; (e.g., 35 m² for 12 trainees) | ☐ |
| Work duties covered during absence | ☐ |
| Timing suitable (not during lunch, etc.) | ☐ |
| Set-up requirements listed (and assigned to someone, if possible) | ☐ |
| *On-the-day* | Arrive 1 hour early for set-up | ☐ |
| Test equipment functionality | ☐ |
| Materials organised and ready to use | ☐ |
| Support resources (helpline numbers, handouts) placed visibly | ☐ |
| Evaluation form/link prepared | ☐ |
| Venue technical support contact obtained | ☐ |
| Lighting and temperature checked | ☐ |
| Break and lunch arrangements confirmed | ☐ |
| Quiet room or space for overwhelmed participants organized | ☐ |
| Restroom facilities located and checked | ☐ |
| Greet and welcome participants on arrival | ☐ |