

Planning and Promoting a Training Class

Name of Training: _____

Date of Training: _____ **Start and End Time:** _____

Instructor: _____

Location:

How many people can be accommodated? _____

Does the room need to be reserved? _____ If so, do it ;)

Equipment Required:

_____ **Computer**

_____ **Projector**

_____ **Internet Connection**

_____ **Software:** Word, PowerPoint, web browser, other

_____ **Flip Chart and Markers**

Promoting Training

- I will inform staff by:
 - I will create the flyers
 - I will ask _____ to create the flyers
 - I will distribute flyers in the library in these places:
 - I will distribute flyers outside the library in these places:
- I will get some text on the library website. The text will say:
 - I will send emails to these local community organizations, schools, senior centers or clubs:
 - I will add something to the library blog or our myspace page or send bulletins or...