TRAINER CHECKLIST

BEFORE COURSE
✓ Complete the online Trainer Application.
✓ Attend your trainer orientation.
✓ Receive email from TGH about trainer approval.
✓ Schedule your 15 hours of training (minimum 5 classes) and include make-up times. Make sure not to schedule classes on holidays.
✓ Review materials on the Items for Trainers (Trainer Portal) page (password gotgh) and use all those that are helpful.
✓ Begin recruiting participants for your course. Consider holding an information session to introduce the program to potential participants.
✓ Submit your Course Application by the deadline posted on the online form.
✓ Receive email from TGH about course approval and your online Attendance Roster from TGH.
✓ Create browser bookmarks for the Items for Trainers page and your attendance roster page
✓ Choose what parts of the TGH Curriculum you want to cover in your course.
✓ Plan your final class session. This is a good time for a fun, informal graduation celebration. Potlucks and certificates are not required but are always popular!

DURING COURSE
✓ Keep an eye out for email reminders from TGH on steps to running your course.
✓ Review TGH Participant Agreement during your first class.
✓ In your first class, have everyone complete the Participant Enrollment Form at www.techgoeshome.org/hello
✓ Start collecting $50 from participants who want to purchase the discounted TGH device.
✓ Have all participants sign up for Gmail accounts.
✓ Take attendance after each class session using your online Attendance Roster.
✓ Guide everyone to http://www.tghconnect.org/ and explore discounted internet options.
✓ Take lots of pictures!
✓ About 2 weeks before your last class, TGH will send you instructions on how to finalize your TGH course and order devices as needed. Remember, ONE device per household/business.
✓ In your final class, have everyone complete the Participant Post-Training Survey at www.techgoeshome.org/goodbye

AFTER COURSE
✓ Email TGH any pictures, quotes, or final presentations that you want to highlight.
✓ Complete the Trainer Post-Training Survey.
✓ Submit invoices for yourself and your course assistant (TGH School & Early Childhood only)
✓ Congratulations! You have completed your TGH course!