**Advance Preparation Checklist**

Preparation is necessary to ensure the successful delivery of each unit of the training module. Facilitators should use the following checklist to ensure that they have prepared all of the necessary materials in advance of delivering the training.

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| Item to prepare | Unit | Complete |
| Check projector for image and sound quality of videos and presentations  | General |  |
| Review all slide presentations, hiding the optional slides if not needed in your context  | General |  |
| Review the instructions and answer keys for all activities | General |  |
| Check that all course materials, including equipment for vacuum extraction, are available and ready to use | General |  |
| Ensure pelvic simulation models are set-up and ready to be used | General |  |
| Flip chart sheets on: Ground rules, Parking lot, Icebreaker (if adapting) | General |  |
| Print, and staple if needed, one copy of the following handouts for each participant: |  |  |
| *Course agenda* | 1 |  |
| *Pre-test* | 1 |  |
| *Checklist for vacuum extraction* | 4 |  |
| *Case study - worksheet* | 4 |  |
| *Case study – answer key* | 4 |  |
| *Newborn resuscitation checklist* | 4 |  |
| *Partogram – 3 copies per participant* | 4 |  |
| *Partogram instructions* | 4 |  |
| *Partogram answer key* | 4 |  |
| *Vacuum extraction checklist – one copy per participant for facilitator’s use during the competency assessment* | 5 |  |
| *Post-test* | 5 |  |
| *Certificate of attendance* | 6 |  |
| *Course evaluation* | 6 |  |