RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM

1-DAY TRAINING INFRASTRUCTURE & LOGISTICAL REQUIREMENTS

TRAINING ROOM SETUP CHECKLIST

1. Master Trainers are required to conduct 1-day training in Pairs

☐ All Master Trainers are required to conduct 1-day training sessions in **pairs** to deliver the program effectively and ensure the best possible learning experience for participants.

2. Seating & Room Arrangement

☐ Adequate space for 30-35 participants to sit in 6 groups of 4–5 members each.

☐ Room arrangement with 6 tables and 5 chairs each, allowing group members to work collaboratively.

3. IT & AV Equipment

☐ Laptop or desktop computer with internet access (Wi-Fi/hotspot/LAN).

☐ Projector or screen connected to the laptop/computer.

☐ Speakers connected to the laptop/computer.

4. Trainer Essentials

☐ Whiteboard for the trainer to use.

☐ 2 markers (1 blue and 1 black) and 1 duster.

5. Training Materials

☐ 12 chart papers per batch.

☐ Sketch pens for each group to conduct group activities.

6. Basic Amenities

☐ Water, tea, food, and bathroom facilities available nearby.

There will be two 15-minute tea breaks and a 1-hour lunch break during the training session.