**J9 Training Course Procedure
Before the course**

Arrange visitor badges prior to the course (if necessary)

Notify delegates that they are booked on via email
(If full offer an alternative or add them to a waiting list)

Print final attendance sheet and gather materials ready for training day

Prepare attendance sheet for delegates to sign in – ensure you ask for delegates emails so they can opt in and sign up to SETDAB newsletter

Nearer the course date, send out joining instructions including date, time, venue and parking

Order/print J9 course materials for delegates

Information packs & Lanyards

Log booking requests on spreadsheet

Prepare course promotion (flyer)

Send out invitations (with flyer) to the course via email

Book an appropriate venue
(Note capacity)

Book trainer via
Safer Places