**J9 Training Course Procedure  
On the day of the Training Course**

Gather course material together. Info packs, lanyards, badges, & evaluations.

Print sign-in sheet and allow some blanks for people that may turn up without booking.

Arrange for the trainer and delegates to be taken to the relevant location at the venue.

The trainer will take the evaluation sheets and have them scanned and sent back to Epping Forest District Council.

**J9 Training Course Procedure  
After the Training Course**

Scan and send the signing in sheet with the delegates email addresses to [j9@eppingforestdc.gov.uk](mailto:j9@eppingforestdc.gov.uk) in order for them to be offered to opt in to receive SETDAB newsletter

[](http://www.bing.com/images/search?q=J9+logo&view=detailv2&&id=87EADB77A04825D6CA97E8E86DBFCB738950ED5E&selectedIndex=2&ccid=RYFlk9IY&simid=607987432771685626&thid=OIP.M45816593d218d9b05ea241788dc0e34do0)

Create and email attendance certificates to delegates