

# Quick Tips for a Successful Training

---



We've all been to trainings and thought, "I wish I had known that before today". The purpose of this document is to provide tips for people attending Department of Health trainings.

## WHAT YOU CAN EXPECT

If your training is organized by the Department of Health, you will notice some of the following:

- Meetings are required to be held at low or no-cost facilities. This means that unless a special exception is given, trainings and conferences can no longer be held in hotels.
- Morning coffee and breakfast are no longer served.
- In-person trainings are often shorter in duration, and more trainings are being done via webinars.
- Please arrive at least five minutes early to your training, so that they can begin on time.
- Please turn your phones to silence or vibrate. If you must take a call, please step outside of the training room out of respect for your presenter and other participants. Please do not text during the training.
- Unless specified that materials are provided, our agency tries to be environmentally conscious and will provide copies electronically before or after the meeting.

## WHAT YOU SHOULD BRING

- Coffee, tea, other beverages.
- Snacks.
- Your lunch or money for lunch (see Meals).
- Jacket or sweaters – meeting rooms are often overly air conditioned.
- Driving directions (parking costs may apply).
- The phone number of the training organizer in case you have to cancel less than 24 hours before it starts.
- Pen/pencil and paper.

## MEALS

- Most likely, you are responsible for your own breakfast and lunch.
- If you are in a meeting where they provide food, there will be healthy alternatives based on [Energize Your Meetings Guidelines](#). Talk with your training organizer for more details, including special dietary needs.

## EVALUATIONS

- In order to understand if the training met your needs, and to provide the opportunity for suggestions for future improvement, evaluations will be requested. Please complete them – they are a great help to us.

## EDUCATIONAL CREDITS

- Some trainings offer certification credits. Please ask your training organizer if these will be available for your specific training.

## TRAVEL REIMBURSEMENT

- Sometimes travel is reimbursed. This is specific to each training and should not be an assumption. Make sure you understand if you'll be reimbursed before attending your training. Check with your supervisor.
- Per diem rates will always apply, make sure you know the [current per diem rates for the county where the training is located](#).

For persons with disabilities, this document is available on request in other formats.  
To submit a request, please call 1-800-525-0127 (TDD/TTY 1-800-833-6388).