AFGE New Leaders

Trainer’s Checklist

**Collect Before Training:**

* Electronic version of the New Leaders PowerPoint for display
* New Leaders Instructors Guide
* Participant Workbooks, Answer Key
* Internet Access
* Projector to display PowerPoint
* Flipchart Paper
* Easel
* Markers
* Pens for participants
* Tape that can safely stick to walls (to hang up flipchart paper)

**Needed throughout training:**

* Sign in sheets for each day
* Participant Workbooks, one for each participant
* Big Enough to Win Brochure, one for each participant
* Pocket Guide to Political Activity, one for each participant
* AFGE National Constitutions
* Copy of the 3 Relevant Laws
  + The Statue

Found in the Resource Guide, in the Participant Workbooks, and online.

* + LMRDA
  + The Standard

**Last Day/Closing of the Training:**

* Bingo Game Materials:
  + Collect afterwards (**cards can’t be ordered – they are exclusively for the use of this training)**
  + A couple of cards have National Executive Board and National Executive Council. The correct answer is National Executive Council but give the participants credit if they cover up National Executive Board.
  + Bingo Chips
  + Bingo Clues (remember, you have to come up with the questions)
* AFGE Commitment cards with Envelopes (make sure participants do not seal the envelopes)
* Training Evaluations