

# Activity Management Checklist Form

Type of activity: **GDLN structured courses, seminars**

Course Title:		Checklist date:	
Course Dates:		DLC staff in charge:	
P. Partner:		Updated date:	

## A - BEFORE A COURSE / SEMINAR

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
COURSE PREPARATION & DEVELOPMENT	1	Advise on course's suitability to Vietnam. Research the local need in the respective field			
	2	Respond to program partner's (PP) emails, telephone calls on other aspects, e.g. costs, financials, timing, etc.			
	3	Assist in contracting speakers / presenters & developing the course			
	4	Find local sponsorship & follow up			
AMS WORK WITH PP	5	Clarify with PP on content, time, methodology, materials & financials			
	6	Negotiate with PP on the AMS & conclude the Activity Agreement (AA)			
	7	Send the PP a proforma invoice / total cost estimates			
SCHEDULING	8	Work on AMS & register course time table in DLC Activity Schedule			
	9	Upload course schedule on the website			
	10	Track & register changes to course time table			
COURSE MARKETING	11	Develop & translate course flyer, outline			
	12	Write & translate invitation letter			
	13	Prepare Participant Registration Form			
	14	Edit Running Order / Agenda			
	15	Develop invitee list			
	16	Send out invitation package			
	17	Upload the course package on the website			
	18	Invite press & media			
PARTICIPANT RECRUITMENT & SUPPORT	19	Follow up with invitees for their registration			
	20	Answer participants' enquiries			
	21	Receive and key in participant registration in the list			
	22	Review selection criteria & confirm participation			
	23	Out of town participants: Prepare cost estimates, create TR and get advance.			
	24	Communicate with participants on change of time, Running Order, materials & handouts			
	25	Guide & assist participants with web-based learning tools: VLE, WebCT, etc.			
PRODUCTION & DISTRIBUTION OF COURSE BINDERS	26	Prepare an attendance list			
	27	Print name badges & name plates			
	28	Receive, check and work with PP on the materials			
	29	Contract & coordinate translation batches with the translators			
	30	Compile course binder (English & Vietnamese)			
OTHER LOGISTICS	31	Send out for photocopying & assembling			
	32	<b>Facilitation:</b> Recruit, contract & train DL skills for a local facilitator			
	33	<b>Simultaneous interpretation:</b> contract interpreters			
	34	<b>SI equipment &amp; headsets:</b> Rent SI equipment & additional headsets, if necessary			
	35	<b>Lunches &amp; coffee breaks:</b> Contract with a suitable restaurant for lunch. Get advance for coffee breaks. Request Admin.'s help with the refreshments.			
	36	<b>Stationery:</b> Order the required stationery			
	37	<b>Signage &amp; notices:</b> Course sign, parking sign & parking arrangement			
	38	<b>Request for technical support:</b> Request for technical support			
	39	<b>Overtime airconditioning:</b> Request to the building			
TECHNICAL PREPARATION	40	Schedule & conduct technical test / rehearsal			
	41	Rent additional networked computers, if necessary			
	42	Prepare equipments required for the course			
	43	Switch on the system 30 minutes before the session			

# Activity Management Checklist Form

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## B - DURING A COURSE / SEMINAR

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
PARTICIPANT SUPPORT	1	Welcome the participants, give brief GDLN presentation / guide participants with VC etiquette			
	2	Distribute binders & handouts			
	3	Keep attendance record			
	4	Produce completion certificates			
	5	Answer participants' questions regarding the materials, web-based learning environment & logistics			
TEHCNICAL SUPPORT	6	Test connection, audio, video 30 minutes before the session			
	7	Manage camera & monitor audio. Use audio back-up when there is a disconnection			
	8	Assist with headsets, computers & web-based communications			
FACILITATION & EVALUATION	9	Work with / assist the facilitator in local group work sessions			
	10	Distribute & collect evaluation questionnaire			

## C - AFTER THE COURSE / SEMINAR

Work Unit	No.	Detail Items			Notes
TECHNICAL & ROOM CLEANING	1	Switch off the system & put away headsets, microphones, laptops			
	2	Clean up the room & the coffee break site			
PARTICIPANT SUPPORT	3	Hand out certificates			
	4	<b>Out-of-town participants</b> Reimburse the expenses, collect supporting documents & settle the advance with the Accounts			
	5	Update the attendace list & send it to the PP			
	6	Send thank-you note, answer post-course enquiries & follow up with participants			
FINANCIAL	7	Issue an invoice to the PP & follow up for payment			
	8	Facilitator: Process payment for the facilitator & advise payment			
	9	SI & translation: Process SI & translation bills & advise payment			
	10	SI equipments & headsets: Process the bill & advise payment			
	11	Tea & coffee breaks: Settle the payment & the advance with the Accounts			
	12	Record DLC expenses for the course & link to the financial summary page			
EVALUATION	13	Scan & send / pouch the evaluation forms to the PP			
	14	Provide the PP with general comments & suggestions to improve for the course			

# Activity Management Checklist

Type of activity: **GDLN dialogues**

Dialogue Title:		Checklist date:	
Dates:		DLC staff in charge:	
P. Partner:		Update by:	

## A - BEFORE A DIALOGUE

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
COURSE PREPARATION	1	Respond to program partner's (PP) emails, telephone calls on other aspects, e.g. costs, financials, timing, etc.			
	2	Find local sponsorship & follow up			
AMS WORK WITH PP	3	Clarify with PP on content, time, methodology, materials & financials			
	4	Negotiate with PP on the AMS & conclude the Activity Agreement (AA)			
	5	Send the PP a proforma invoice / total cost estimates			
SCHEDULING	6	Work on AMS & register course time table in DLC Activity Schedule			
	7	Upload course schedule on the website			
	8	Track & register changes to course time table			
COURSE MARKETING	9	Develop & translate course flyer, outline			
	10	Write & translate invitation letter			
	11	Prepare Participant Registration Form			
	12	Edit Running Order / Agenda			
	13	Develop invitee list			
	14	Send out invitation package			
	15	Upload the course package on the website			
	16	Invite press & media, if necessary			
PARTICIPANT RECRUITMENT & SUPPORT	17	Follow up with invitees for their registration			
	18	Answer participants' enquiries			
	19	Receive and key in participant registration in the list			
	20	Review selection criteria & confirm participation			
	21	Out of town participants: Prepare cost estimates, create TR and get advance.			
	22	Communicate with participants on change of time, Running Order, materials & handouts			
	23	Prepare an attendance list			
	24	Print name badges & name plates			
PRODUCTION & DISTRIBUTION OF HAND-OUTS	25	Receive, check and work with PP on the materials			
	26	Contract & coordinate translation			
	27	Compile hand-outs (English & Vietnamese)			
	28	Send out for photocopying & assembling			
OTHER LOGISTICS	29	<b>Facilitation:</b> Recruit, contract & train DL skills for a local facilitator			
	30	<b>Simultaneous interpretation:</b> contract interpreters			
	31	<b>SI equipment &amp; headsets:</b> Rent SI equipment & headset			
	32	<b>Coffee breaks:</b> Request Admin.'s help with the refreshments.			
	33	<b>Stationery:</b> Order the required stationery			
	34	<b>Signage &amp; notices:</b> Course sign, parking sign & parking arrangement			
	35	<b>Request for technical support:</b> Request for technical support			
	36	<b>Overtime airconditioning:</b> Request to the building			
TECHNICAL PREPARATION	37	Schedule & conduct technical test / rehearsal			
	38	Rent additional networked computers, if necessary			
	39	Prepare equipments required for the course			
	40	Switch on the system 30 minutes before the session			

# Activity Management Checklist

Type of activity: **GDLN dialogues**

## B - DURING A DIALOGUE

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
PARTICIPANT SUPPORT	1	Welcome the participants, guide participants with VC etiquette			
	2	Distribute handouts			
	3	Keep attendance record			
TEHCNICAL SUPPORT	4	Test connection, audio, video 30 minutes before the session			
	5	Manage camera & monitor audio. Use audio back-up when there is a disconnection			
EVALUATION	6	Distribute & collect evaluation questionnaire			

## C - AFTER A DIALOGUE

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
TECHNICAL & ROOM CLEANING	1	Switch off the system & put away headsets, microphones, laptops			
	2	Clean up the room & the coffee break site			
PARTICIPANT SUPPORT	3	<b>Out-of-town participants:</b> Reimburse the expenses, collect supporting documents & settle the advance with the Accounts			
	4	Update the attendance list & send it to the PP			
	5	Send thank-you note, answer post-course enquiries & follow up with participants			
FINANCIAL	6	Issue an invoice to the PP & follow up for payment			
	7	Facilitator: Process payment for the facilitator & advise payment			
	8	SI & translation: Process SI & translation bills & advise payment			
	9	SI equipments & headsets: Process the bill & advise payment			
	10	Record DLC expenses for the course & link to the financial summary page			
EVALUATION	11	Scan & send / pouch the evaluation forms to the PP			
	12	Provide the PP with general comments & suggestions to improve for the course			

# Activity Management Checklist

Type of activity: **GDLN meetings**

MeetingTitle:		Checklist date:	
Dates:		DLC staff in charge:	
P. Partner:		Update by:	

## A - BEFORE A MEETING

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
AMS WORK WITH PP	1	Guide the PP with AMS steps after agreeing the timing			
	2	Negotiate with PP on the AMS & conclude the Activity Agreement (AA)			
	3	Issue the invoice to the PP			
SCHEDULING	4	Work on AMS & register course time table in DLC Activity Schedule			
	5	Track & register changes to course time table			
LOGISTICS	6	<b>Simultaneous interpretation:</b> contract interpreters			
	7	<b>SI equipment &amp; headsets:</b> Rent SI equipment & headset			
	8	<b>Coffee breaks:</b> Request Admin.'s help with the refreshments.			
	9	<b>Stationery:</b> Order the required stationery			
	10	<b>Signage &amp; notices:</b> Course sign, parking sign & parking arrangement			
	11	<b>Request for technical support:</b> Request for technical support			
	12	<b>Overtime airconditioning:</b> Request to the building			
TECHNICAL PREPARATION	13	Schedule & conduct technical test / rehearsal			
	14	Rent additional networked computers, if necessary			
	15	Prepare equipments required for the course			
	16	Switch on the system 30 minutes before the session			

## B - DURING A MEETING

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
PARTICIPANT SUPPORT	1	Welcome the participants, guide participants with VC etiquette			
TECHNICAL SUPPORT	2	Test connection, audio, video 30 minutes before the session			
	3	Manage camera & monitor audio. Use audio back-up when there is a disconnection			
EVALUATION	4	Distribute & collect evaluation questionnaire			

## C - AFTER A MEETING

Work Unit	No.	Detail Items	Check if required	Check if done	Notes
TECHNICAL & ROOM CLEANING	1	Switch off the system & put away headsets, microphones, laptops			
	2	Clean up the room & the coffee break site			
	3	Issue an invoice to the PP & follow up for payment			
FINANCIAL	4	Facilitator: Process payment for the facilitator & advise payment			
	5	SI & translation: Process SI & translation bills & advise payment			
	6	SI equipments & headsets: Process the bill & advise payment			
	7	Record DLC expenses for the course & link to the financial summary page			
EVALUATION	8	Scan & send / pouch the evaluation forms to the PP			