**Training session checklist**

Before each training session make sure you give yourself plenty of time to prepare. Ensure you leave enough time to set up the mobile phones. It can take longer than you think!

|  |  |
| --- | --- |
| Check that you have all | Understand your training |
| the materials that you | Content. |
| will need for your session |  |
| (see the material needed |  |
| on the overview page of |  |
|  |
| each module). | Activate the mobile |
|  | internet on all of the |
|  |
| Make sure that all of the | phones with a mobile |
| phones are charged. | network provider |
|  | (remember that this can |
|  |
| Download and set up all | take a number of days). |
| of the services you plan to use onto the phones.  *This toolkit doesn’t include a module on how to download apps. This is because this is a more complex and intimidating process that requires an email account, which many new or basic trainees will not have. Moreover, most entry level Android handsets have YouTube and Google Search pre-installed. If you need help downloading WhatsApp, you can find a helpful guide on how to do this here* |  |
| Name your phones. Stick a label on the back of each phone with  its name and mobile number so you can identify it during the training. |
| Check your connectivity  – if using Mi-Fi/Wi-Fi, check that these are working and that all of |
|  |
| Make sure all of the | the phones are signed in. |
| mobile numbers you are |  |
| *Icon  Description automatically generated*  Load mobile internet data onto all of the phones. |
| going to use are stored |
| on all the mobiles that |
| will be used in training. |
| Clear all personal data |
| (e.g. photos, messages, |
| etc.) before handing it |
| over to the participants. |