

# SHRM Competency Based Education for Chapters

## Instructor Checklist

### Pre-Training

- Ensure that instructor materials were downloaded and reviewed carefully prior to the start of the workshop.
- Determine if it is the student or chapter responsibility to download/provide the students materials prior to the start of the workshop.
- Become familiar with the training facility (restrooms, exits, vending machines) if at a new location.
- Become familiar with the layout of the training room (light switches, outlets, etc.).
- Ensure that any required materials and technology are available and functioning. (Refer to the Instructor Guide for specific information).
- Ensure that there is Wi-Fi access in the training room, if necessary.

### Start-of-Training

- Introduce yourself to the students upon their arrival.
- Ask the students to sign in, if applicable for the chapter.
- Introduce the program and the concept(s) that will be discussed.
- Review the structure of the program, any classroom expectations, and all program materials with the students.
- Review SHRM Certification slides with the students.
- Mention the end-of-course evaluation and the importance of student feedback.

### Post-Training

#### At the end of class:

- Thank the students for attending the workshop to further their professional development.
- Remind the students about the chapter course evaluation, if applicable.

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- Provide the students with directions to receive professional development credits from SHRM.
- Distribute course certificates, if applicable.

**Note:** SHRM will not provide course certificates.

- Complete and return instructor evaluation to SHRM.