TRAINING VENUE SELECTION COMPLIANCE TOOL

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| **VENUE:** |  |
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| **STAR CLASSIFICATION: ☐ ☆ ☐ ☆ ☆ ☐ ☆ ☆ ☆ ☐ ☆ ☆ ☆ ☆** | |
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| **Program Title:** | |  | **Date:** | Click here to enter a date. |
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***Directions:*** *Please assess the quality of the training venue according to the indicators based on the Standards set in the HRDD Operations Manual. Put a check (/) under the appropriate column. Do further verification.*

| **The training venue shall have:** | **Compliant** | **Not Compliant** | **MOV**  **(Docs. and Testimonies)** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1. Twin to quadruple sharing rooms (single beds) | **☐** | **☐** |  |  |
| 1. One plenary hall that can accommodate\_\_\_\_\_ pax, with \_\_\_ breakout rooms | **☐** | **☐** |  |  |
| 1. At least two (2) serviceable microphones and complete set of sound system per break out room | **☐** | **☐** |  |  |
| 1. At least two (2) whiteboards in the plenary hall and one (1) white board for each break out room | **☐** | **☐** |  |  |
| 1. One (1) LCD/ DLP for each break out room | **☐** | **☐** |  |  |
| 1. Group workshop table for the breakout rooms (preferably white tables) | **☐** | **☐** |  |  |
| 1. Managed buffet for breakfast, lunch and dinner | **☐** | **☐** |  |  |
| 1. Unlimited coffee/ tea/ chocolate drink and candies setup | **☐** | **☐** |  |  |
| 1. Accessible means of transportation | **☐** | **☐** |  |  |
| 1. Fast and reliable internet connection (at least 10 Mbps) | **☐** | **☐** |  |  |
| 1. Able and willing to ensure provisions for participants and guests with special conditions, example breast feeding moms, PWDs, and other emergency situations. | **☐** | **☐** |  |  |
| 1. Responsive to safety and security requirements of the government | **☐** | **☐** |  |  |
| 1. Been within the area of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **☐** | **☐** |  |  |

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| Justification: | | | |
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| Name and Signature of Evaluator: | |  | |
| Date: | Click here to enter a date. | |  |