



CHECKLIST

ADVANCED ACHIEVEMENT LEADERSHIP SEMINAR

75 DAYS PRIOR TO SEMINAR

Schedule Seminar Dates	
Establish/Confirm Participant Enrollment *	
Register program online: www.bellleadership.com – Train the Trainer, Seminars	

* At any time if participant enrollment changes, please notify Bell Leadership immediately.

60 DAYS PRIOR TO SEMINAR

Determine Program Location	
Contract Meeting Space (Reserve Room)	
Reserve Applicable Equipment	
Bell Leadership Institute will be emailing each participant the instructions and link to complete the Profile online.**	

**Any paper survey kits requested will be mailed directly to the participant.

30 DAYS PRIOR TO SEMINAR

Trainer will receive Achiever Books to distribute to program participants	
Encourage all participants to complete surveys by deadline date	

1 WEEK PRIOR TO SEMINAR

Trainer will receive Package of program materials from Bell Leadership Institute to include:	
<input type="checkbox"/> Participant Guides/Workbooks <input type="checkbox"/> Program Participants' Bell Personality Profile Results <input type="checkbox"/> Name Tents <input type="checkbox"/> Lanyards <input type="checkbox"/> Name Tags	

2 WEEKS PRIOR TO SEMINAR

Draw up your seating chart	
Arrange for lunch and breaks	

THE WEEK OF PROGRAM

Print Partner Rating Sheet for participants: www.bellleadership.com – Train the Trainer, Training Materials, Partner Rating Sheet	
Pack materials for program	
Confirm logistics and equipment	
Print program evaluations from the Bell Leadership Institute website for participants who might not have e-mail access; participants with e-mail access will receive an evaluation via e-mail from Bell Leadership Institute. At close of program, remind participants to complete program evaluations within ten days.	