# Training Needs List

The following is a template for a training needs list to help your section communicate training needs leading into conclave. This template is set up for 400 conclave attendees (10 training locations) and three-morning training blocks. Your section may have a bigger or smaller conclave and should adjust this list accordingly.

### Example

| Training Title | Trainer | Location | Location Needs | Supply Needs | Other Notes |
| --- | --- | --- | --- | --- | --- |
| Unit Elections | Johnny Arrowman | Cadigan Lodge | Power, cover from weather | Projector, flipchart | Would like candy for attendees. |

### Block 1 (9-9:50 am)

| Training Title | Trainer | Location | Location Needs | Supply Needs | Other Notes |
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### Block 2 (10-10:50 am)

| Training Title | Trainer | Location | Location Needs | Supply Needs | Other Notes |
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### Block 3 (11-11:50 am)

| Training Title | Trainer | Location | Location Needs | Supply Needs | Other Notes |
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