**DURING THE COURSE**

- Keep an eye on who is attending to the course and complete the attendance list.

- Make sure each participant completes their individual assignment.

- Start with a RECAP moment at the beginning of each day

- Use the Mentimeter at the end of each day to evaluate how the training it went

- Ensure that participants have accessed to OLA and there are able to read the materials – between the training days. Ask participants to use OLA for preparing for the final assignment.

- Please upload at end of each day, the presentation (in PDF format) in OLA. [Here](#) are the instructions on how to do it