

## **Training Program Success Checklist**

Use this tool to ensure that you get the most out of your training programs.

### **Before the training:**

- Identify the purpose of the training.
- Ensure that you actually need to conduct this training session. Would your goal be more effectively achieved by improving the quality of:
  - Information and feedback?
  - Resources and processes?
  - Culture and work environment?
- Determine the objectives of the training.
- Determine how you will measure whether the objectives of the training were met.
- Develop a preliminary agenda for the training.
- Determine who is qualified as a trainer for the program.
  - Select a trainer from this list after ensuring that they have the resources needed to conduct the training.
- Determine when and where the training will be conducted.
  - Ensure that you plan far enough in advance to confirm availability of the location and secure permits to use the site if necessary.
- Determine what the minimum/maximum number of participants for the training is.
- Determine who needs to participate in the training.
- Send invitations to the employees who will participate as well as their managers.
- Communicate and verify completion of any steps that participants need to complete before the training.
- Communicate what items that participants will need to bring to the training.
- Gather all materials and/or equipment you will need to conduct and document the training.
- Send a reminder to all training participants in the week before the training to confirm availability.

### **After the training:**

- Ensure that all required documentation has been completed, collected, and filed appropriately.
- Reflect on what aspects of the training went well and incorporate these strengths into more programs in the future.
- Reflect upon what aspects of the training could be changed to improve the overall quality of the training.
- Solicit feedback from the training participants and their managers to determine what stood out to them as the most valuable aspects of the training, and what could be changed in the future.
- Continue to analyze and reevaluate the effectiveness of your training programs. Update as necessary.