

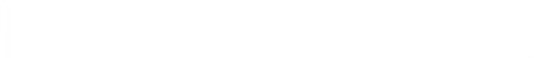
THE COMPLETE TRAINING PROGRAM CHECKLIST

Planning for your program might just be the most important part of training! Making sure you have buy-in from your organization's leaders and that everyone is clear on the goal is essential to running your program smoothly and measuring its success.



PRE-PROGRAM

THE PLANNING PHASE



DETERMINE WHO NEEDS TRAINING.

- ☐ Segment employees by identifying applicable data—including department, who they report to, job roles, skills needed, experience, and any other relevant data you can identify.

DEFINE THE PROGRAM'S PURPOSE.

- ☐ Determine and articulate how training will fit into your company's mission, vision, values, and strategic goals.

DEFINE YOUR GOALS FOR THE PROGRAM.

- ☐ What outcomes and behaviors would you like to achieve?

WHAT TRAINING MATERIAL IS NEEDED?

- ☐ Map content needs to desired behavior and outcomes.

BUILD A TIMELINE.

- ☐ When will training delivery begin? When will it be reinforced? Will reteaching occur?

HOW IS ROI GOING TO BE CALCULATED?

- ☐ Define KPIs and other measurables that will help you associate a dollar figure to cost savings and revenue increases.

ELABORATE YOUR IDEAL VISION FOR THE PROGRAM.

- ☐ Envision what a successful program will look like and put the pen to paper!

IDENTIFY TRAINING CHAMPIONS.

- ☐ You can't do it all yourself. Identifying training champions will help mold your workplace learning culture.

CREATE A LAUNCH PLAN.

- ☐ Determine how you will market your program to learners, and how it will be a part of your employer brand.

The components of a stellar training program will align with your overall goals. Content and platform are key here. No matter if you're using instructor-led training, online training, or simulations, you must make sure the content is relevant and in a format that meets your learners' preferences and needs.



PROGRAM

THE EXECUTING PHASE



OFFER VARIOUS FORMATS.

- ☐ Is the material in the format your learners prefer?

EVALUATE DELIVERY.

- ☐ Is each employee able to access relevant training?

MAKE ASSIGNMENTS.

- ☐ Assign content based on the behavior changes you want to see from each employee segment.

ACTIVELY MONITOR USAGE RATES.

- ☐ Are employees actively using training? How can you increase utilization?

OBTAIN FEEDBACK.

- ☐ What do your learners think about your content?

ARE LEARNERS REACHING THEIR FULL POTENTIAL?

- ☐ Ensure your learners are able to take advantage of every feature in your learning platform to have maximum impact on your organization.

ARE YOUR LEARNERS' CONTENT NEEDS BEING MET SUFFICIENTLY?

- ☐ Is the content up-to-date, relevant, and short-form?

CONTINUOUSLY MONITOR.

- ☐ Continue to monitor usage and KPIs, and adjust your program based on the feedback you receive.

Now comes the time to prove your programs' worth. Aligning the program back to what you originally set out to do (goals and objectives) will tell you whether you were successful or not.



POST-PROGRAM

THE ANALYZING PHASE



REPORT DATA.

- ☐ Report over learners' and teams' utilization and assignments.

COMPARE TARGET VERSUS ACTUAL.

- ☐ Measure KPIs and other business results to compare against baseline.

ASK FOR FEEDBACK.

- ☐ Gather participant feedback and user stories from learners and managers.

ANALYZE YOUR PROGRAM.

- ☐ Analyze both qualitative and quantitative results from the program.

PRESENT FINDINGS TO LEADERSHIP.

- ☐ Share what you're learning and how training is impacting your organization.

REFINE YOUR PROGRAM.

- ☐ Make note of the lessons learned before starting the process all over again.

So how did you do? It's OK if you missed the mark - you're now smarter and wiser going into a new planning phase! Once analysis of your training program is complete, get ready to start all over again, implementing what you've learned as you plan for your next training initiative.

Implement what
you've learned here!

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