



Assess the Effectiveness of Your Training

Organisational Culture	Yes	No	Unsure
Do you have a training strategy that looks at where your business wants to be and identifies the training needed to get there?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a strong commitment from line management to support training programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do line managers understand their responsibilities for following up and supporting training programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do trainees enjoy attending training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior to Training	Yes	No	Unsure
Do you set objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you determine the method that will best measure the objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you assess the existing skills, knowledge and attitudes of trainees using the objective measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you only consider training relevant to the trainee's work and your business objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you identify the improvements you are aiming for in your training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you evaluate a range of training methods and choose the most suitable for your objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During Training	Yes	No	Unsure
Is training conducted in a setting suitable for the particular training content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you communicate objectives at the beginning of each session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the training experience active rather than passive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your training provide ample opportunity for practice with feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your training build on what the trainee's already know?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your training use real-life examples and situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is laughter common in your training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do trainees consistently enjoy your training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuous Improvement	Yes	No	Unsure
Do you ensure training continuously improves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you measure your objectives at agreed time intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you get detailed feedback from the trainee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you re-test knowledge and skills and compare with pre-training results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you review the performance of the chosen training method?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you observe the trainee's new knowledge and skills in context?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you identify any remaining training gaps, and include them in future plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you review your return on investment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ask the trainee to reflect on their understanding and enthusiasm throughout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>