



General Training Checklist

9 Jun 2023 / Wilfredo McGregor

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	2
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Date	9 Jun 2023 09:30 PST
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Trainer	Wilfredo McGregor
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Training Type	General (applicable to all employees)
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Location	Anaheim, CA, USA (33.8365932, -117.9143012)
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Actions

2 actions

Training Checklist Proper / Pre-Training Preparation

Coordinate with relevant stakeholders for their input and support.

Not Started

Stakeholder roster is still in the works. Will be reaching out to them as soon as the list is complete.

To do | Priority: High | Due: 23 Jun 2023 13:00 PST | Created by: SafetyCulture Staff

Finalize the stakeholder roster for the training session.

Hi, Kellen! Following up on the roster of stakeholders, which needs to be reviewed and finalized by Friday next week.

Training Checklist Proper / Evaluation and Feedback

Draft evaluation forms or feedback questionnaires.

Not Started

To do | Priority: Medium | Due: 16 Jun 2023 11:00 PST | Created by: SafetyCulture Staff

Prepare the feedback questionnaire for participants.

Hey Bert, please have this done on Friday before lunch. Feel free to use any of the templates from the app's public template library.

Training Checklist Proper		2 actions
Pre-Training Preparation		1 action
Identify the training objectives and desired outcomes.	Completed	
Determine the target audience and their specific training needs.	Completed	
Conduct a training needs analysis to identify knowledge gaps.	Completed	
Training Needs Analysis [June 2023].pdf		
Develop a detailed training plan, including session duration and structure.	In Progress	
Undergoing revisions from Greta's review. Initial draft needs more practical examples.		
Prepare a training agenda outlining topics and activities.	Completed	
Coordinate with relevant stakeholders for their input and support.	Not Started	
Stakeholder roster is still in the works. Will be reaching out to them as soon as the list is complete.		
To do Priority: High Due: 23 Jun 2023 13:00 PST Created by: SafetyCulture Staff		
Finalize the stakeholder roster for the training session.		
Hi, Kellen! Following up on the roster of stakeholders, which needs to be reviewed and finalized by Friday next week.		
Confirm the training location and availability of necessary facilities.	Completed	
Training Content		
Organize training content into logical modules or sections.	Completed	
Verify if the content is up to date and aligned with industry standards.	Completed	
Develop clear learning objectives for each section.	Completed	
Create engaging and interactive training materials.	Completed	
Integrate a mix of teaching approaches (e.g., presentations, demonstrations, group activities, case studies) to cater to different learning styles.	Completed	
Specify examples, scenarios, or case studies relevant to the	In Progress	

industry.

Currently in the works in collaboration with Tanja from the Research team

Incorporate relevant visuals (e.g., charts, diagrams, videos, photos of real-life applications) to support learning.

Not Started

Will start creating the visuals as soon as the examples and scenarios are finished

Training Materials and Resources

Gather all necessary training materials and resources.

Completed

Secure access to any software, tools, or equipment required during the training session.

Completed

Draft handouts or participant guides for easy reference.

Completed

Develop and share digital resources or online learning materials, if applicable.

Completed

Prepare additional reference materials or job aids as needed.

Completed

Training Logistics

Schedule the training sessions with consideration to the availability of participants.

Completed

Send training invitations or notifications with relevant details (e.g., date, time, location, objectives, training outline).

Completed

Arrange any necessary travel or accommodation arrangements.

Completed

Set up the training room, ensuring it is conducive to learning.

Completed

Check the functionality of audiovisual equipment and other technical requirements.

Completed

Provide all required materials, such as notepads, pens, or name tags.

Completed

Plan for breaks and refreshments, if applicable.

Completed

Evaluation and Feedback

1 action

Determine the evaluation methods and tools to measure learning outcomes.

Completed

Prepare pre-training and post-training assessments, quizzes, or surveys.	Completed
Develop evaluation criteria based on the training objectives.	Completed
Plan for feedback sessions to gather participants' thoughts and suggestions.	Completed
Draft evaluation forms or feedback questionnaires.	Not Started
To do Priority: Medium Due: 16 Jun 2023 11:00 PST Created by: SafetyCulture Staff	
Prepare the feedback questionnaire for participants. Hey Bert, please have this done on Friday before lunch. Feel free to use any of the templates from the app's public template library.	

Completion

Additional Remarks

Most of the items are complete, with a few tasks in progress or not started yet. All tasks not in progress or completed have been assigned to the responsible employees accordingly.

In Progress

- > Training plan - Undergoing revisions from Greta's review. The initial draft needs more practical examples.
- > Examples/case studies - Currently in the works in collaboration with Tanja from the Research team

Not Started

- > Stakeholder coordination (c/o Kellen) - The stakeholder roster is still in the works. Will be reaching out to them as soon as the list is complete.
- > Visual aids - Will start creating the visuals as soon as the examples are finished
- > Evaluation forms (c/o Bert)

Name and Signature of Trainer



Wilfredo McGregor
9 Jun 2023 10:00 PST

Media summary

File summary

[Training Needs Analysis \[June 2023\].pdf](#)