# EFFECTIVE BUSINESS TRAINING & DEVELOPMENT CHECKLIST

- ☐ Flexible program that fits into daily work instead of detracting from it.
- ☐ Does not require multiple days taken away from work. (Extended removal from work creates a stressful return situation in which participants feel unable to a apply new skills.)
- ☐ Participants will find content immediately applicable and relevant.
- ☐ There is strong preparation including:
    - ☐ Program Overview (insufficient as stand-alone)
    - ☐ Goals and Objectives (insufficient as stand-alone)
    - ☐ Assessment
    - ☐ Self-Analysis (connecting self to upcoming material)
    - ☐ Self-Learning
- ☐ Content includes frequent, realistic, and relevant storytelling.
- ☐ Information is spaced out over time to avoid too much information too fast.
- ☐ Lessons are delivered in small, digestible chunks over time for better retention.

- ☐ There is strong reinforcement including:
    - ☐ Multimedia reminders/discussion points
    - ☐ Action plans reviewed regularly (weekly or monthly) with supervisors
    - ☐ Ongoing personalized coaching
    - ☐ "Teach-back" method (participants teach direct-reports or other team members)
    - ☐ Weekly team meetings that reinforce strategies and discuss challenges
- ☐ Supplemented by one-on-one training application coaching to personalize content and make it immediately actionable for each individual
- ☐ Curriculum regularly challenges individual to make adjustments based on personality or communication patterns
- ☐ Offers regular "stops" for self assessments and writing action plans to implement new strategies
- ☐ Boss/Supervisor is included in defining goals
- ☐ Boss/Supervisor is included in development meetings and following up on action plans

ADDITIONAL NOTES