

Focus	Task	Deadline	L&D	HR	Training Coordinator
Define training objectives	Clearly define the goals and objectives of the training program.		☐		
Assess training needs	Identify the specific skills and knowledge that the training program should address.			☒	
	Conduct a survey or interview participants to gather information about their current skill set, learning preferences, and goals.			☒	
	Identify any gaps between the current skill set and the desired skill set.			☐	
Design the training program	Develop the content and structure of the training program, including the materials, activities, and assessments.				☒
	Choose the appropriate delivery method for the training, such as online, classroom, or on-the-job training.				☐
	Use adult learning principles to design the training program.				☐
Secure necessary resources	Gather the necessary resources for the training program, such as training materials, equipment, and facilities.			☐	
	Reserve the training room and necessary equipment.			☐	
Prepare training tools and materials	Create worksheets, presentation slides, and digital handouts.				☐
	Allocate time slots for each activity.				☐
	Create learning nudges to reinforce knowledge retention.				☐
	Create a survey to gauge employee satisfaction.				☐
Prepare trainers	Provide trainers with the necessary training to deliver the program effectively - focus on training objectives.				☐
	Provide trainers with a detailed outline of the training program and any necessary materials.				☐
Develop a communication plan	Develop a plan for communicating with participants, including invitations, reminders, and follow-up communications.			☐	
Send out training memorandum and email invite	Determine which employees are mandated or free to attend.			☐	
	Share training agenda.			☐	
	Provide training date, time, location, and other pertinent information.			☐	
Confirm attendance	Make sure all mandated attendees have signed up.			☐	
	Book a suitable conference room.			☐	

Workplace Learning Templates

Jessica J Manson



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