

New Employee Training Checklist

**1. Research Training Trends**

a. Use games to make learning more interactive

b. Find methods that are specific to your industry

c. Take note of what works and what doesn’t work

d. Create a schedule for training exercises

**2. Review Training Strategy**

a. Ensure all resources are up to date

b. Check to see if training materials align with your company’s goals

c. Add new material to ensure that employees are in touch with the latest industry

trends

**3. Divide Training Into Modules**

a. Schedule blocks of time for each module

b. Develop assessments for each module/unit

c. Assign training sessions to experts in your company

**4. Prepare Presentations**

a. Include visuals

b. Incorporate interactive activities

i. Case studies

ii. Question and answer period

iii. Video learning

c. Rehearse your presentation

**5. Communicate Outcomes to Employees**

a. Explain the purpose of each training section

b. Allow time for employees to ask questions

c. Give out a short survey at the end of training

**6. Provide Feedback**

a. Review assessments and provide feedback in writing, or in person

b. Allow time for one-on-one sessions to give personalized feedback