Employee Retraining Checklist

1. Define the retraining job.

   a. List goals of retraining. ☐

   b. Explain each new skill being introduced. Include the benefits. ☐

   c. Explain how you will advance old skills. ☐

2. Prepare a retraining strategy.

   a. Break down the retraining subject. ☐

   b. Determine which training technique would suit the retraining subject. ☐

   c. List items needed if the retraining includes hazards and safety practices. ☐

   d. Define the performance, dress code, and etiquette standards. ☐

   e. Determine the workspace or facilities needed for retraining. ☐

   f. Calculate the appropriate time period needed for effective retraining. ☐

   g. Determine how you will evaluate the results of retraining. ☐

3. Determine costs for retraining program.

   a. Include costs for facilitators, equipment, material, supplies, etc. ☐

   b. If you don't have training space at your office, include location costs. ☐

   c. Calculate the wages of all employees attending the training. ☐

   d. If you plan on providing lunch or snacks, add it to the budget. ☐

4. Inform your employees.

   a. Define why retraining is needed. ☐

   b. List the goals of the retraining. ☐

   c. Provide the date, time, and location. ☐

   d. Explain the performance, dress code, and etiquette standards. ☐

   e. Give the time period for retraining. ☐

   f. Explain how the retraining will benefit the employee and company. ☐

5. Hire an instructor.

   a. Decide if you'll use an instructor from the company or outsource. ☐

   b. Look at the experience and abilities of the instructor. ☐

   c. Test the knowledge and skills of the instructor. ☐

6. Review training material.

a. Compare previous training material and look for improvements. ☐

b. Prepare presentations and learning modules. ☐

c. Include visuals and games. ☐

d. Check the supplies needed for safety and hazardous training. ☐

e. Prepare final tests to evaluate retraining success. ☐

7. Evaluate retraining results and inform employees.

a. Review the training tests to evaluate outcomes. ☐

b. Discuss the retraining goals and outcomes with employees. ☐

c. Inform employees about future goals post retraining. ☐

d. Discuss retraining with employees and ask for feedback. ☐