



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 ___

