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 __

This New Employee Training checklist created by Betterteam.
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