

# 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, learning 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 a professional facilitator\_
- 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\_

