

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.

