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.

This Retrain Employee checklist was created by Betterteam.