

## 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.

