



KNOWLEDGE TRANSFER

Clip 21 Checklist for successful training

Are you planning a training session? It often helps to have a checklist to set specific objectives and clarify the next steps. So I'll leave you with a few questions to think about:

1. What are your goals for the training?

2. Who is your target audience? Which generation do they belong to?

3. Where and when will the training be held?

4. What seating arrangement have you chosen?

5. What teaching materials and training tools do you need?

6. How are you putting together your training content?

7. What methods will you choose?





8. Will you include e-learning elements? yes no

9. If so, how and when will you incorporate them?

Checklist

General introduction to the training

- Welcome address
- Short introduction about yourself
- Schedule of the seminar (including breaks)
- Expectation poll
- Lead-in to the subject, building onto this in training blocks
- Positive completion of the course
- Summary
- Visualization
- Reflection and feedback

After the training

- Written evaluation
- Make documents available
- Assessment
- Follow up support for participants
- Debriefing

Disclaimer

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