Company Training Checklist

**Having the BEST training for your customers**

Now that we’ve talked about what **CAN** be done, spend a few minutes to identify what things you’d like to improve or add to your company’s training resources.

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| **Recommendations to take Back to Your Company** | | | |
| **Area to Add/Improve** | | **Next Step/s** | **By When** |
| **Develop, utilize and/or improve** | | | |
|  | Training and Documentation Overview Brochure |  |  |
|  | Cost of Equipment Reliability Worksheet to show or use with customers |  |  |
|  | Training Participants Profile Worksheet |  |  |
|  | Training Needs Analysis |  |  |
|  | Partnership Agreement |  |  |
|  | Training Plan |  |  |
|  | Training Outlines |  |  |
|  | Training Contents Matrix |  |  |
|  | Lesson Plans |  |  |
|  | Weekly/Daily Training Schedules |  |  |
|  | Job Performance Aids  Job Breakdowns  Checklist  Performance Checks  Troubleshooting Guides |  |  |
|  | Class Evaluation & Feedback Forms |  |  |
|  | Trainers Checklist |  |  |
|  | Training Follow Up Plan |  |  |
|  | Self Evaluation Worksheet |  |  |
|  | Training & Learning Gap Worksheet |  |  |
|  | Training Grant Info (for customers) |  |  |
|  | Other: |  |  |