Assessing Your Training System

The term "training" refers to any of the approaches intended to build knowledge and skills and may include web-based learning or e-learning, classroom experiences, simulations, and webinars.

Assessment Area	Yes	Partially	No	N/A
1. The agency has a training plan that addresses training for all levels of staff, methods, and proposed outcomes.				
2. A needs assessment of knowledge and skill needed by staff is conducted periodically (for example, once per year).				
3. The agency effectively markets trainings to potential participants.				
4. Policies exist for staff development activities, for example, completion of courses, attendance at and behavior at training sessions.				
5. The staff development manager/director is also on the agency's leadership team.				
6. Funding is sufficient to support all staff development activities.				
7. The agency requires and supports the development of individual learning plans for all staff.				
8. The agency uses a Learning Management System to register participants and track individual progress through their learning plans.				
9. The agency involves stakeholders in the development of new curriculum.				
10. For most or all trainings, the agency uses a competency-based approach.				
11. For most or all trainings, the agency has curriculum that includes a facilitator's guide and all materials needed for a training (e.g., handouts, PowerPoints, supplemental materials).				
12. The agency provides professional development for personnel involved with training:				
a. For new trainers including presentation and curriculum development skills				

b. On new technologies (e.g., PollEverywhere, Padlit)				
c. For all staff for continuous knowledge and skills development.				
13. The agency offers training for **new**:				
a. Clerical staff				
b. Frontline workers				
c. Supervisors				
d. Management				
14. The agency offers **ongoing training** for:				
a. Clerical staff				
b. Frontline workers				
c. Supervisors				
d. Management				
15. The agency offers a variety of transfer of learning methods to reinforce concepts learned in web-based and classroom trainings.				
16. The agency has an evaluation plan to assess the array of trainings and the acquisition of knowledge and skills.				
17. The agency conducts comprehensive training evaluation of:				
a. Knowledge acquisition				
b. Skill acquisition (as appropriate)				
c. Transfer of training to job performance				
d. Agency outcomes				

Other Comments/Thoughts About your Training System _____

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