

Checklist for Training Sessions

In the introduction:
Why are the participants here?
What are the specific objectives of the session?
What is the precise subject of the session? (what standard(s) or idea)
Were the standards/idea explained clearly?
In the main presentation:
Did they make it personally important? <i>What's in it for me?</i> - This is a primary objective!
Did they make it morally important? (empathy, ethics, integrity) <i>What's in it for them?</i> - This is a secondary objective
Did they make it intellectually important? (rational) <i>Does it make sense logically?</i> - This is a secondary objective
Did they make it legally important? (reference to law, constitution) <i>Is it an order?</i> - This is a secondary objective
In terms of technique:
Was the room set up to enhance learning? (e.g. seating arrangement)
Did the trainer(s) have a well-prepared lesson plan?
Did they use any training aids and did they prepare the training aids before the presentation?
Did they use one or more training techniques to make the presentation interesting and interactive?
Did they make good use of the time available and manage that time well?
Was the overall presentation clear and easy to understand?
Did they test to see if the participants learned anything? For example, did they ask questions?