



State of Training Checklist

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What follows is culled from the award-winning programs identified in the March/April Edition of [Training Magazine](#) identified the Training Top 125 . Below I share a checklist summary of the what, the how, and the results. How can any of these categories, techniques, or outcomes inspire your training program?

The How

- Alignment around strategic goals
- Assessment, skill tests, assignment/personalization
- Coaching
- Compliance
- Conferences/events
- Conversation guides
- Culture improvement/values/ethics
- Customer/client satisfaction
- Diversity/inclusion
- Documents, videos, quizzes
- Engagement
- Gamification
- Goals
- Increased market share
- Job rotation
- Leadership/management
- LMS
- Lunch and learn
- Mentoring
- Micro learning/certifications
- N.P.S. (net promoter score)
- Networks (FB groups)
- Online, live in-house, live outside
- Podcasts, webinars, zoom meetings
- Practice!
- Productivity
- Program vitalization (sales force, etc.)
- Promotions (versus external hires)
- Recognition
- Results – qualitative and quantitative
- Rewards/recognition
- Role play
- Sales increase
- Shadowing
- Specific product or procedure knowledge
- Surveys/polling
- SWOT analysis
- Team function
- Train the trainer
- Tuition assistance
- Turnover

Subject Areas

- Career growth
- Certification training
- Change management/Agile
- Coaching
- Communications
- Company policies and procedures
- Compliance
- Conflict resolution
- Cross-functional capacity
- Demos
- Emotional intelligence
- Feedback/weekly, monthly, quarterly reviews
- Finances
- Goal setting
- Group discussion
- Idea submission process/tools
- Innovation
- Interactive walking tour
- Internships/apprenticeship
- Leadership/Management
- Onboarding
- Panel discussions
- Perfect management
- Personal audits
- Phone skills
- Presentation skills
- Productivity
- Program usage
- Programming/AI
- Reminders – texts, emails, Facebook, others
- Remote work
- Safety
- Sales
- Social media
- Specific skillset
- Story telling
- Team building
- Team building activities/games
- Time management
- Vendor supplied training
- Virtual reality
- Wellness

Results

- Change initiatives launched/completed
- Financial literacy/increased participation in 401(k)
- Ideas submitted/solutions created
- Increased quality and quantity of hire
- Less accidents, injuries, lost days, claims
- Lowered defects/complaints
- Meeting exceeding quotas
- New stores/products/service lines
- On-time completion
- Participants/training hours/completion
- Reduced costs
- Reduction in errors
- Wellness benchmarks