

This tool was developed to help you work with senior leadership on evaluating your own staff training and development program, and how to improve it.

The first step is to determine what you are trying to accomplish; what is the main goal of your program (ex. Organizational culture development, technical job training, networking, etc.)

Write your primary program goal below:

The next step is to identify what elements make up your program, determine how effective they are and discuss ways to improve the overall program. The below list of elements in an ideal program isn't comprehensive, however can be used as a guideline to evaluate your program.

As you review the below list, accomplish these tasks:

1. Importance - rating them in importance, flagging "must have" vs. "nice to have" and then
2. Evaluation – ask whether or not your program currently includes these elements and if so, how effective are they. Use the questions on page 2 to help guide your discussion with leadership.

An ideal training and development program includes the following elements:

	Must Have	Nice to have	Currently Included
Management support (at all levels)			
Functional Job Description			
Job Function Specific Training			
General regulatory/compliance training			
New Hire Training from Day 1			
Benefits Overview (HR related items)			
Formal Employee Skill Assessment			
On the job training			
New Regulations/Requirements Training (Just in Time)			
30-60-90 day plan			
Cultural Integration (formal and informal organizational culture)			
Individual Employee Development Plan			
Onboarding plan through year one			
Mentorship opportunity			
Professional Development/Elective Educational Opportunities			
Management/New Leader Development			