**Assessing and Training Planning Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** |  |
| **Have you:** | ❏ | ❏ |  |
| ✚ Assigned someone to coordinate training program |  |
| development? | ❏ | ❏ |  |
| ✚ Identified training needs? |  |
| ✚ Determined if there are any other company training | ❏ | ❏ |  |
| programs which might contain the same types of training? |  |  |  |
| ✚ Identified who needs this training? | ❏ | ❏ |  |
| ✛ All employees? |  |
| ✛ New employees? | ❏ | ❏ |  |
| ✛ Employees in a given area or function? | ❏ | ❏ |  |
| ✛ Employees using a particular substance or piece | ❏ | ❏ |  |
| of equipment? | ❏ | ❏ |  |
| ✛ Employees performing a specific job or task? |  |
| ✛ Employees likely to perform this job or task? | ❏ | ❏ |  |
| ✛ Supervisors of these employees? | ❏ | ❏ |  |
| ✛ Technician or “competent person”? | ❏ | ❏ |  |
| ✚ Developed objectives for each training topic? | ❏ | ❏ |  |
| ✚ Determined how much training is needed? | ❏ | ❏ |  |
| ✚ Identified the best format/delivery mode? | ❏ | ❏ |  |
| ✛ Course? |  |
| ✛ Safety meeting? | ❏ | ❏ |  |
| ✛ Tool box or 10-minute talk? | ❏ | ❏ |  |
| ✛ Other? | ❏ | ❏ |  |
| ✚ Scheduled the training? | ❏ | ❏ |  |
| ✛ When is it? |  |
| ✛ How long is it? | ❏ | ❏ |  |
| ✛ Can personnel be away from work for duration | ❏ | ❏ |  |
| of training? | ❏ | ❏ |  |
| ✛ Can training be presented over several days? |  |
| ✛ Where will training be held? | ❏ | ❏ |  |
| ✚ Decided who is to conduct the training? | ❏ | ❏ |  |



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**BLR**

**Audit**

**Checklists**

 ☞ *Continued*

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| --- | --- | --- |
|  | **YES** | **NO** |
| ✛ In-house personnel? | ❏ | ❏ |
| ✛ Do they have the skill and knowledge? | ❏ | ❏ |
| ✛ Consultants? | ❏ | ❏ |
| ✛ Do they have the credentials? | ❏ | ❏ |

✚ Established how you will measure the effectiveness of the training?

|  |  |  |
| --- | --- | --- |
| ✛ Course evaluations? | ❏ | ❏ |
| ✛ Test/quiz results? | ❏ | ❏ |
| ✛ Post-training job performance? | ❏ | ❏ |
| ✛ Employee suggestions? | ❏ | ❏ |
| ✚ Planned how to institute improvements? | ❏ | ❏ |

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