

## Training Module Assessment

*Take a minute to answer these questions regarding one of your training modules – whether completed, needing revisions, or simply as a reminder of what to include.*

- Yes No** Are you sure that the training module addresses the organization’s issue or need?
- Yes No** Do you have well-defined objectives for the training module?
- Yes No** Are the objectives measurable **and** measured?
- Yes No** Are the training needs and objectives in line with the organization’s goals, strategy, and objectives?
- Yes No** Did you research and collect the content?
- Yes No** Have you determined the appropriate format for both the Facilitator and Participant Guides?
- Yes No** Have you provided a list of materials needed for conducting the training?
- Yes No** Does the training start with a “grab” to get the participants’ attention?
- Yes No** Does the introduction activity enhance the content covered in the training?
- Yes No** Have you provided the appropriate definitions to ensure that participants are “on the same page?”
- Yes No** Have you organized the content so that it can be easily followed and remembered?
- Yes No** Is there an opportunity to practice what is being taught?
- Yes No** Have you created an opportunity for participants to apply the training to their job?
- Yes No** Does the training module’s wrap up or close have a lasting impact on the participants?
- Yes No** Is there an appropriate amount of activities, games, and simulations to enhance the material?
- Yes No** Have you provided time for effective debriefs?
- Yes No** Have you addressed the various learning styles of the participants?
- Yes No** Have you addressed the adult learners’ needs?
- Yes No** If using PowerPoint, have you carefully considered their effective use?

If you answer “no” to any of these questions, consider how you can make your training module more effective.

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*For more information about designing training, consider purchasing the Designing Training for Fun and Results eWorkbook on [www.Self-StudyCourse.com](http://www.Self-StudyCourse.com). For purchasing modules, check out [www.Training-Modules.com](http://www.Training-Modules.com) or contact Susan at [Susan@Training-Modules.com](mailto:Susan@Training-Modules.com); 859-292-0095.*