TRAINING PLAN

◆ CHECKLIST: POST-TRAINING ◆

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| FEEDBACK FROM PARTICIPANTS |

Collate findings from the feedback forms completed by participants

Note down constructive / critical comments

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| SELF-ASSESSMENT |

Complete the self-assessment form

Reflect on the successes and failures of your performance

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| FINAL EVALUATION OF THE TRAINING SESSION |

Consolidate and compare notes from the participants’ feedback and your own self-assessment

Assess if the success metrics of the training session have been met

Consider which areas you can work on to improve yourself as a trainer

Consider if any improvements can be made to the training programme to improve learning outcomes

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| FOLLOW-UP |

If participants had agreed on an Action Plan following the end of the session, check in on their progress

Schedule any follow-up meetings, if necessary

Consider sharing with the organization the highlights of the feedback provided by the participants