

## Appendix E - Training Plan Review Checklist<sup>1</sup>

	Satisfactory	Unsatisfactory
<b>Goals</b>		
• problem/issues statement	<input type="checkbox"/>	<input type="checkbox"/>
• identified through needs assessment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
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<hr/>		
<b>Objectives</b>		
• measurable, observable	<input type="checkbox"/>	<input type="checkbox"/>
• performance: skill, knowledge and ability is described	<input type="checkbox"/>	<input type="checkbox"/>
• conditions/ standards for the performance are stated	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
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<sup>1</sup> Modified from: Proposal Development and Assessment (1999) Labour Market Learning and Development Unit, Human Resources Development Canada

	Satisfactory	Unsatisfactory
<b>Design of Training</b>		
• training design clearly responds to identified objectives	<input type="checkbox"/>	<input type="checkbox"/>
• follows adult education principles/ strategies	<input type="checkbox"/>	<input type="checkbox"/>
• includes work practice/ experience in the community	<input type="checkbox"/>	<input type="checkbox"/>
• topics: content and sequence responds to needs	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
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<b>Delivery</b>		
• schedule, instructor, methods	<input type="checkbox"/>	<input type="checkbox"/>
• location(s) of training	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
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	Satisfactory	Unsatisfactory
<b>Evaluation</b>		
• evaluation of output	<input type="checkbox"/>	<input type="checkbox"/>
• evaluation of outcome, follow-up	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
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<b>Terms and Conditions</b>		
• resulting changes/ accomplishments/ developments	<input type="checkbox"/>	<input type="checkbox"/>
• benefits of expected results	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
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**RESULT OF REVIEW:**

Recommended

Revisions Required (Explain)

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Not Recommended