

Job Trainer Checklist

TRAINEE NAME			
TRAINER NAME			
LOCATION		ROLE	
START DATE		END DATE	

Training Objectives

<p>KEY OUTCOMES (what success looks like for this program)</p>	
<p>KNOWLEDGE/SKILL REQUIREMENTS (what you must be ready to do after training)</p>	
<p>PERFORMANCE STANDARDS (how your performance will be measured)</p>	

Training Program Schedule

TRAINEE NAME		LOCATION	
PREBOARDING (items to complete before training begins)		<i>Add preboarding activity list, expectations</i>	
DAY 1	<i>Add day 1 activity list, expectations</i>		
START TIME			
END TIME			
LOCATION			
NOTES			
DAY 2	<i>Add day 2 activity list, expectations</i>		
START TIME			
END TIME			
LOCATION			
NOTES			
DAY 3	<i>Add day 3 activity list, expectations</i>		
START TIME			
END TIME			
LOCATION			
NOTES			

Task + Skill Breakdown

TASK	<i>Add topic / task to be trained</i>		
KEY ACTIONS / SKILLS	TRAINING METHOD(S)	SUPPORT RESOURCE(S)	
<i>Add required actions / skills related to this item</i>	<i>Add training method(s) for this item</i>	<i>Add support tools, documentation, equipment, etc. for this item</i>	
RELATED METRICS	<i>Add metrics impacted by this item</i>		
TRAINER TIPS	<i>Add trainer tips for this item</i>		
NOTES	<i>Add trainer notes for this item</i>		
ITEM STATUS	<input type="checkbox"/> TRAINED	<input type="checkbox"/> PRACTICED	<input type="checkbox"/> READY

TASK			
KEY ACTIONS / SKILLS	TRAINING METHOD(S)	SUPPORT RESOURCE(S)	
RELATED METRICS			
TRAINER TIPS			
NOTES			
ITEM STATUS	<input type="checkbox"/> TRAINED	<input type="checkbox"/> PRACTICED	<input type="checkbox"/> READY

Coaching Log

TRAINEE NAME		TRAINER NAME	
DATE		ITEM	<i>Add training topic / action</i>
OBSERVED BEHAVIOR	<i>Add notes on behavior observed by trainer</i>		
COACHING PROVIDED	<i>Document feedback provided to trainee</i>		
ACTION PLAN	<i>Document agreed upon action plan</i>		
FOLLOW UP	<i>Document follow up actions related to this item</i>		

Manager Check-ins

TRAINEE NAME		MANAGER NAME	
DATE		CHECK-IN	<i>Day 1 Greeting</i>
ROLE EXPECTATIONS	<i>Add list of expectations to cover during check-in</i>		
KEY PRIORITIES	<i>Add list of business / department priorities to cover during check-in</i>		
PERFORMANCE STANDARDS	<i>Add list of standards to clarify during check-in</i>		
TRAINEE NEEDS / QUESTIONS	<i>Add list of trainee needs / questions to cover during check-in</i>		

TRAINEE NAME		MANAGER NAME	
DATE		CHECK-IN	<i>Midpoint Check-In</i>
TRAINING STATUS / FEEDBACK	<i>Add list of discussion points to assess readiness status</i>		
OBSERVED STRENGTHS	<i>Add list of positive feedback items to be covered during check-in</i>		
OPPORTUNITIES FOR IMPROVEMENT	<i>Add list of developmental items to be covered during check-in</i>		
ACTION ITEMS	<i>Add list of training action items to be addressed after check-in</i>		

TRAINEE NAME		MANAGER NAME	
DATE		CHECK-IN	<i>Readiness Check</i>
CAPABILITY / CONFIDENCE CHECK	<i>Add list of discussion points to assess readiness to transition into operation</i>		
CONTINUED CHANCES FOR IMPROVEMENT	<i>Add list of developmental items that will continue after training</i>		
IMMEDIATE PRIORITIES	<i>Add list of action items / areas of focus for transition into operation</i>		
ADDITIONAL NEEDS	<i>Add list of needs provided by trainee, related action items to support transition into operation</i>		

Readiness Assessment

TRAINEE NAME		TRAINER NAME	
DATE		LOCATION	

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
<i>Add task / skill to be assessed</i>	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBSERVATIONS	<i>Add assessment trainer notes</i>	
NOTES	<i>Input additional trainer notes</i>	
OVERALL READINESS	<input type="checkbox"/> READY FOR OPERATION	<input type="checkbox"/> NEEDS ADDITIONAL PRACTICE
MANAGER SIGN-OFF	<i>Add manager signature</i>	