Suggested Checklist Item	Description
Who is the audience?	Consider job category, department, skill levels
How will I deliver the training?	For example: • classroom lecture; • hands-on in the training room; • one-on-one at the learner's desk; • e-learning video; • e-mail with attached Reference Card • posters in the coffee room and elevator lobby
What are the class's objectives?	A list of what people should be able to do when they get back to their desks. Ideally, each objective should be "SMART": S = Specific M = Measurable A = Appropriate and Attainable R = Relevant T = Time-bound
How will I accommodate multiple learning styles?	For example: • auditory/visual/kinesthetic; • drill down from big picture or build big picture from details; • quietly absorbing or cross-examining; • any physical limitations to be accommodated
Is any pre-learning useful or necessary?	Can you send a link to an article on the topic, or a description of a firm situation that will be addressed in the class?
What support or resources will learners need after the class?	Will you provide: • handouts; • links to good YouTube videos; • the name of the Answer Man/Woman on the topic; • a structured sheet for note-taking during class
How will I tell if the class was effective?	Will you: • look at Help Desk calls; • send around a short follow-up survey; • assign homework; • go from desk to desk with a spot quiz and a stack of Starbucks cards
What would I like to do the same/differently next time?	Whatever you and your colleagues want to remember, from conference room and video equipment scheduling, to people who shouldn't be in the same class, to the name of the bakery with the best cookies.