



## Pre & Post-Training Checklist

Owner / Department: HRD - Training & Org. Dev't.

Training Title:		Date:	City /Venue:		
PRE-TRAINING					
Sr.	Action to be taken	Applicable Check if Yes	Completed	Date	Comments
1	1.1 Send <b>Training Announcement/Notification</b> via email (at least <b>1 week before</b> scheduled training as per Training Calendar) with the following attachments: 1.2 Training Nomination Form 1.3 Untrained Employee List (depending on course) 1.4 Recommended Employees for Training as per Training Specification Plan. Collected data				
2	Coordinate with concerned individuals/departments for <b>training location arrangement</b> . (especially involving Trainings with BTs or remote locations)				
3	Send <b>BTA (Business Trip Approval)</b> Request to Training Manager.				
4	Send <b>reminder email for Training Announcement</b> should no response be received. (before training nomination deadline)				
5	<b>Prepare Training Materials/Equipments</b> required: 5.1 Projector (Power, HDMI, Video, USB Cables) 5.2 Extension Cords, Power Socket Adapters - <b>as required</b> 5.3 Flip Charts & Markers - <b>as required</b> 5.4 Presentation Pointer / Speakers - <b>as required</b> 5.5 Training Attendance Sheet 5.6 Training Manuals/Handouts & Training Manual Undertaking Form 5.7 Training Exams / Exercises - <b>as required</b> 5.8 Training Evaluation Forms (Participants) & Trainer Observation & Evaluation Form (Dept. Heads/Mgrs) - <b>if applicable for Dept. Heads/Mgrs.</b>				
6	Compile all <b>Training Nomination Forms</b> received and compare with Untrained List.				
7	Send <b>Training Confirmation</b> via email to concerned departments should enough nominations be received (on or before training nomination deadline) - <b>minimum 5 participants</b>				
8	Send email <b>Cancellation/Postponement/Rescheduling</b> to concerned departments should insufficient, no nominations be received, or other business-related concerns. (before the actual training date)				
9	<b>Return/Refund any BTAs</b> that were initially approved and deposited immediately upon receipt of funds to <b>Training Coordinator</b> for return to <b>Finance</b> . (if training has been cancelled)				
10	<b>Check Training Room/Facilities for orderliness, cleanliness &amp; functionality:</b> 10.1 Room/Venue space and overall look 10.2 Tables and chairs arrangement - <b>as required</b> 10.3 A/C, ventilation and washroom - <b>as required</b>				
11	Arrange training refreshments/food - <b>as required</b>				
POST-TRAINING					
Sr.	Action to be taken	Applicable Check if Yes	Completed	Date	Comments
1	Coordinate with concerned individual/department for Orderliness/Cleanliness of Training Venue and Facilities used.				
2	<b>Training Feedback</b> submitted to respective departments within <b>7 days or 9 days</b> ( <b>if more than 20 participants</b> ) with attached <b>Trainee Evaluation Form</b> .				
3	<b>Training related documents</b> submitted to Training Coordinator on or before the <b>5th of every month</b> : 3.1 Training Attendance Sheet 3.2 Training Exam Results 3.3 Training Evaluation Form (completed by participant) 3.4 Trainer Observation & Evaluation Form (completed by Dept. Head/Mgr.)				
4	Additional documents to be submitted to Training Coordinator/Finance after trainings: 4.1 Food/Refreshment receipts 4.2 Fuel and Transportation receipts				
Prepared by: Trainer: _____		Received by: Talent Learning Coordinator: _____			