



Pre & Post-Training Checklist

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

Training Title:		Date:	City /Venue:	
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PRE-TRAINING					
Sr.	Action to be taken	Applicable Check if Yes	Completed	Date	Comments
1	1.1 Send Training Announcement/Notification via email (at least 1 week before 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 training location arrangement . (especially involving Trainings with BTs or remote locations)				
3	Send BTA (Business Trip Approval) Request to Training Manager.				
4	Send reminder email for Training Announcement should no response be received. (before training nomination deadline)				
5	Prepare Training Materials/Equipments required:				
	5.1 Projector (Power, HDMI, Video, USB Cables)				
	5.2 Extension Cords, Power Socket Adapters - as required				
	5.3 Flip Charts & Markers - as required				
	5.4 Presentation Pointer / Speakers - as required				
	5.5 Training Attendance Sheet				
	5.6 Training Manuals/Handouts & Training Manual Undertaking Form				
	5.7 Training Exams / Exercises - as required				
6	5.8 Training Evaluation Forms (Participants) & Trainer Observation & Evaluation Form (Dept. Heads/Mgrs) - if applicable for Dept. Heads/Mgrs.				
	6 Compile all Training Nomination Forms received and compare with Untrained List.				
7	Send Training Confirmation via email to concerned departments should enough nominations be received (on or before training nomination deadline) - minimum 5 participants				
8	Send email Cancellation/Postponement/Rescheduling to concerned departments should insufficient, no nominations be received, or other business-related concerns. (before the actual training date)				
9	Return/Refund any BTAs that were initially approved and deposited immediately upon receipt of funds to Training Coordinator for return to Finance . (if training has been cancelled)				
10	Check Training Room/Facilities for orderliness, cleanliness & functionality:				
	10.1 Room/Venue space and overall look				
	10.2 Tables and chairs arrangement - as required				
	10.3 A/C, ventilation and washroom - as required				
11	Arrange training refreshments/food - as required				

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	Training Feedback submitted to respective departments within 7 days or 9 days (if more than 20 participants) with attached Trainee Evaluation Form .				
3	Training related documents submitted to Training Coordinator on or before the 5th of every month:				
	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: _____ Name & Signature	Received by: Talent Learning Coordinator: _____ Name & Signature
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