



The Leader's Checklist for Training Excellence

From Good to Great: How to Lead Trainings for
Meaningful Change and Growth



Before the Training

01 Clarify Goals and Objectives

- Define the purpose of the training and expected outcomes.
- Ensure alignment with the overall business goals.

02 Engage with Training Leaders

- Communicate the team's needs and expectations
- Review the training agenda and materials to ensure relevance to participants' roles.

03 Pre-Work Completion

- Confirm that participants have completed any assigned pre-work.
- Stress the importance of pre-work as it directly relates to their daily job tasks.

04 Schedule a Pre-Training Call

- Hold a meeting to set expectations, answer questions, and clarify objectives.
- Ensure everyone is aligned and ready for the session.



During the Training

05 Be Present and Engaged

- Actively participate in the session to demonstrate its importance
- Lead by example to set the tone for focus and engagement.

06 Facilitate Interaction

- Encourage questions, discussions, and collaboration among participants.
- Provide real-time feedback to reinforce learning.

07 Monitor Engagement

- Observe participant involvement and adjust the approach as needed to maintain focus.
- Ensure the training content is connected to real-world applications.

08 Maximize Time

- Keep the session on track, ensuring every moment is productive
- Encourage participants to stay for the full session, emphasizing the value of the investment.



After the Training

09 Post-Training Coaching

- Provide ongoing coaching to help participants apply their new skills.
- Address challenges and support continuous improvement.

10 Encourage Peer-to-Peer Coaching

- Foster a collaborative learning environment where participants support each other post-training.

11 Use Follow-Up Tools

- Send periodic email reminders to reinforce key lessons.
- Utilize tools like spaced repetition to solidify retention.

12 Implement Feed-Forward

- Offer proactive feedback focused on future improvements.
- Encourage participants to apply what they've learned in upcoming projects or tasks.

By following this checklist, you can ensure that training is impactful, aligned with business goals, and contributes to lasting improvements in team performance.