

Training Program Success Worksheet

Use this worksheet to establish measurable short and long-term goals for your company and training program. Listed below are example goals and other consideration to help you get started.

| Company or training program goal | Success Metrics (how will this goal be measured?) | |
|--|--|---|
| Reduce turnover Get project management employees get certified Eliminate workplace accidents for 12 months Learners complete two courses per month | Reduce turnover from 12% to 6% Improve sales call rates by 25% | |
| Deadlines for completions | Action items | Current obstacles |
| 31 January, 2019 1 June, 2019 31 December, 2020 | Survey employees on course interests Email learners weekly promoting new courses Curate safety courses for new employees | Time and staff to curate elearning courses Conflicting company and training program priorities Staff turnover |
| Who is responsible? | How can OpenSesame support you? | |
| LMS administrator Project manager Chief Learning Officer | Curate best Leadership courses Recommend strategies to market elearning internally Help me maximize my budget | |
| Things to consider when developing goals | | |
| What categories of courses will you need? (Leadership, soft skills, project management professional certification, workplace conflict, office safety, etc.) What technology will courses be delivered on? | Is it ready for use? What has worked and not worked in the past? How do training goals support organizational short and long-term goals? | What does success truly look like? Who is accountable for setting, implementing, and measuring training goals? |

Contact us today to learn how OpenSesame can help your organization.

www.opensesame.com | (503) 808-1286 | info@opensesame.com

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