## **Training Development Checklist**

**Please use the checklist below to track the progress of Training Development with the training requestor/SME. All resources and templates referenced in the checklist below can be access through the LPOD Training Development Guide.**

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| **TRAINING OVERVIEW |** *Provide information about the training you would like to create* | | | |
| **Training Name:** | *Enter training name here* | | |
| **Proposed Dates:** | *Enter training date(s) here* | | |
| **Training Audience:** | *Enter audience for the training – who is it designed for?* | | |
| **Delivery Method:** | In-Person Training | Online On-Demand Training | Live Webinar |

| **TRAINING DEVELOPMENT CHECKLIST |** *Track completion of training development items outlined* | | |
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| **Timeline** | **Task** | **Status** |
| **Phase 1 | Planning** | | |
| **Eight (8) weeks before training implementation** | 1. Requestor will **submit the LPOD Training Development Request Form** for each training request and email to [LPOD@co.pg.md.us](mailto:LPOD@co.pg.md.us) to provide information about the training. A copy of the training presentation can be submitted with the request if it is available. | Choose an item. |
| 1. LPOD will **contact the training requestor to schedule review meeting** within three (3) working days of request submission based on proposed training dates | Choose an item. |
| **Seven (7) weeks before training implementation** | 1. LPOD will **conduct a request review meeting** with the training requestor to discuss the training request and discuss next steps | Choose an item. |
| **Six (6) weeks before training implementation** | 1. Training requestor will **contact OHRM communications team to request/confirm setup of webinar tool** (e.g. Zoom, Teams, etc.) if the training will be delivered virtually | Choose an item. |
| 1. Training requestor will provide **Training Presentation Draft** to LPOD for review | Choose an item. |
| 1. Training requestor will **provide drafts of required training communications** for LPOD to review:    1. **Training Announcement** (required)    2. **Training Confirmation Email** (required)    3. **Training Follow-Up Email** (required)    4. **Training Evaluation** (required) *– Evaluation can be online or in-person. Online evaluation setup can be requested from LPOD.* | Choose an item. |
| **Five (5) weeks before training implementation** | 1. LPOD will **Finalize Training Presentation** content and send to requestor for final approval | Choose an item. |
| 1. LPOD will **Finalize Training Announcement,** add training to the LMS for registration to include registration link in announcement, setup requestor as instructor for LMS course, and send to requestor for final approval | Choose an item. |
| 1. Requestor will **Submit Final Training Announcement to OHRM communications team** for approval and sending to required audience. The training announcement must be sent with an **OHRM Routing Transmittal Form** cover sheet. | Choose an item. |
| 1. Requestor will **Schedule a Presentation Dry Run** meeting to include LPOD and 3-5 additional invitees | Choose an item. |
| **Four (4) weeks before training implementation** | 1. Requestor will to **Conduct Presentation Dry Run** and make any additional changes needed to the presentation | Choose an item. |
| **Three (3) weeks before training implementation** | 1. Requestor will to **Conduct Final Presentation Dry Run** and make final changes needed to the presentation | Choose an item. |
| **Phase 2 | Implementation** | | |
| **Four (4) weeks before training implementation** | 1. Requestor will ensure that the **Final Training Announcement** is sent out to required audience by OHRM communications team.   ***Please Note:*** *The training announcement must be approved by OHRM Agency Director before being sent out by the OHRM communications team.* | Choose an item. |
| **One (1) week before training implementation** | 1. Requestor will **Send Final Training Confirmation Email** to registrants using instructor function for course in LMS.    1. Share email as a reminder of their training registration and/or to provide webinar login information if training is delivered via webinar | Choose an item. |
| 1. Requestor will **Prepare Training Materials** needed to facilitate the training | Choose an item. |
| **Day of training implementation** | 1. Requestor will collaborate to **Facilitate Training Presentation.** Training delivery methods include:    1. **In-Person**: Delivered to participants face-to-face in a classroom    2. **Online On-Demand**: Training module designed for on-demand viewing by a participant    3. **Live Webinar:** Delivered online via live webinar to participants | Choose an item. |
| 1. Requestor will **Track Training Attendance** using LMS attendance sheet for the training session and send to LPOD for tracking | Choose an item. |
| 1. Requestor will ensure participants **Complete Final Training Evaluation**    1. The training evaluation can be completed in-person or online    2. To setup online training please notify LPOD for support setting up evaluation | Choose an item. |
| **Phase 3 | Review** | | |
| **One (1) week after training implementation** | 1. Requestor will **send Final Training Follow-Up Email** to participants | Choose an item. |
| 1. LPOD will **Track Training Attendance** for training session in LMS using attendance sheet provided by training requestor | Choose an item. |
| 1. LPOD will provide **Evaluation Results Summary** to requestor for review | Choose an item. |
| 1. LPOD will **Schedule Training Debrief** meeting with requestor | Choose an item. |
| **Two (2) weeks after training implementation** | 1. LPOD will **Conduct Training Debrief** meeting with requestor | Choose an item. |

| **STATUS NOTES |** *Include notes on the status of the training development* |
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