

A POST-TRAINING MEASUREMENT CHECKLIST

Before signing off the next training report, **ask these seven questions.**

1. Did learners participate, and where did they drop off?
2. Did they learn what the objectives said they would?
3. Can they demonstrate new knowledge or skill?
4. Are they applying it at work?
5. Is there evidence of changed behavior from someone other than the learner?
6. Did the learning contribute to the intended program or organizational outcome?
7. Can we explain clearly what the data does and does not prove?