



How Well Are You Reclaiming Post-Training Time?

Consider each action in the first column and give an honest assessment of how well you are doing these things today—not how well you *have* done or *could* do them but *are* doing them.

| I am currently.... | Exceptionally well | Room for improvement | Not at all | My Plan to Enhance My Use of This Strategy |
|--|--------------------------|--------------------------|--------------------------|--|
| Drafting messages for the facilitator to send to participants after training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Drafting communications for managers to share with employees after training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Creating social media discussion areas for learners to collaborate with one another after training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Building job-embedded application assignments into course designs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Developing learning boosters to provide periodic infusions of renewed focus on the learning in the days, weeks, and months after training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Prompting managers to maintain a post-training focus on course content and its implementation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Creating tools managers can use after training to reinforce and acknowledge employees' implementation efforts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Keeping managers informed of post-training resources and boosters being made available to employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Educating managers on their post-training role. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Building evaluation into project plans to support transfer of learning. | | | | |