

# CHECKLIST... MEASURING YOUR PROGRAMME'S SUCCESS



You'll have some specific objectives for your training programme. As a starting point, here's a list of things you might want to check your programme is achieving – both from your perspective and that of your employees. Talk to your employees during and after your programme using this checklist to find out if you and your employee agree or disagree with each statement. These questions are based on the New Zealand Qualifications Authority (NZQA) guidelines on effective training.

## EMPLOYER'S CHECKLIST

	Agree	Disagree
<b>How well do your employees achieve?</b>		
Our employees are making good progress in the skills they need to do their job.	<input type="checkbox"/>	<input type="checkbox"/>
<b>How effective is your training?</b>		
The group size is about right ( _____ employees).	<input type="checkbox"/>	<input type="checkbox"/>
The environment suits the training need.	<input type="checkbox"/>	<input type="checkbox"/>
The assessment accurately captures our employees' reading, maths and communication needs.	<input type="checkbox"/>	<input type="checkbox"/>
The training is at an appropriate level for what is needed on the job.	<input type="checkbox"/>	<input type="checkbox"/>
We identified the right employees to attend training.	<input type="checkbox"/>	<input type="checkbox"/>
Our trainer uses actual documents/material from our workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Our trainer can pull out examples of what needs to be done in our workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Our trainer communicates our business goals and values clearly.	<input type="checkbox"/>	<input type="checkbox"/>
Our trainer identifies learning gaps.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are your employees guided and supported?</b>		
Our managers and supervisors are supporting employees on our programme.	<input type="checkbox"/>	<input type="checkbox"/>
We support our employees by giving guidance on specific job skills.	<input type="checkbox"/>	<input type="checkbox"/>
We effectively target our employees.	<input type="checkbox"/>	<input type="checkbox"/>
We've put in place learning champions or are working with our Learning Reps.	<input type="checkbox"/>	<input type="checkbox"/>

	Agree	Disagree
<b>Are your employees guided and supported?</b>		
We've put in place learning support systems for individual learning plans, such as reporting to their learning champion or one of our Learning Reps, each other or their trainer.	<input type="checkbox"/>	<input type="checkbox"/>
We give regular support to our employees.	<input type="checkbox"/>	<input type="checkbox"/>
We share the programme results with our employees.	<input type="checkbox"/>	<input type="checkbox"/>
<b>How well is your programme matching your skill needs?</b>		
The context/culture of our business is recognised in our programme.	<input type="checkbox"/>	<input type="checkbox"/>
Our programme is cost effective.	<input type="checkbox"/>	<input type="checkbox"/>
We can see how our programme can be linked to other work we do, such as induction.	<input type="checkbox"/>	<input type="checkbox"/>
Our employees feel like they have more job security.	<input type="checkbox"/>	<input type="checkbox"/>
Our employees understand better how work areas impact on each other.	<input type="checkbox"/>	<input type="checkbox"/>
<b>What is your programme's value for you?</b>		
Our employees are more self motivated – we can achieve our business goals.	<input type="checkbox"/>	<input type="checkbox"/>
Our employee retention problems have reduced.	<input type="checkbox"/>	<input type="checkbox"/>
Our employees say we're a good corporate citizen.	<input type="checkbox"/>	<input type="checkbox"/>
We're growing our business.	<input type="checkbox"/>	<input type="checkbox"/>
We have better quality products.	<input type="checkbox"/>	<input type="checkbox"/>
We have less wastage.	<input type="checkbox"/>	<input type="checkbox"/>



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## EMPLOYEE'S CHECKLIST

	Agree	Disagree
<b>How well are you achieving?</b>		
I'm making good progress in learning the skills I need to do my job.	<input type="checkbox"/>	<input type="checkbox"/>
<b>How effective is your training?</b>		
The things I'm taught are clearly linked to what I do.	<input type="checkbox"/>	<input type="checkbox"/>
The trainer assesses my skill levels and teaches to my individual level.	<input type="checkbox"/>	<input type="checkbox"/>
The trainer involves me in the training.	<input type="checkbox"/>	<input type="checkbox"/>
I get input into my individual learning plan.	<input type="checkbox"/>	<input type="checkbox"/>
The trainer checks my skill needs are relevant to my job needs.	<input type="checkbox"/>	<input type="checkbox"/>
The trainer lets me know how I'm going.	<input type="checkbox"/>	<input type="checkbox"/>
I like the trainer.	<input type="checkbox"/>	<input type="checkbox"/>
The pace of the programme is right for me.	<input type="checkbox"/>	<input type="checkbox"/>
The activities are relevant and interesting.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are you guided and supported?</b>		
My manager/supervisor supports me.	<input type="checkbox"/>	<input type="checkbox"/>
My trainer supports me.	<input type="checkbox"/>	<input type="checkbox"/>
My peers and I support each other in our training.	<input type="checkbox"/>	<input type="checkbox"/>
I feel like I can ask for help from anyone whenever I need it.	<input type="checkbox"/>	<input type="checkbox"/>
I know how I am progressing.	<input type="checkbox"/>	<input type="checkbox"/>
I'm supported to learn outside of the training.	<input type="checkbox"/>	<input type="checkbox"/>
I don't feel guilty for going to training and not being on the job.	<input type="checkbox"/>	<input type="checkbox"/>
I feel in control of my learning.	<input type="checkbox"/>	<input type="checkbox"/>

	Agree	Disagree
<b>How well is the programme matching your skill needs?</b>		
The activities are what my individual learning plan identified I need to do.	<input type="checkbox"/>	<input type="checkbox"/>
The programme will help me in my career path.	<input type="checkbox"/>	<input type="checkbox"/>
The programme is making me proud of the business I work for.	<input type="checkbox"/>	<input type="checkbox"/>
I feel more valuable to my employer.	<input type="checkbox"/>	<input type="checkbox"/>
<b>What is the value for you?</b>		
I have new qualifications – I'm set up for the future.	<input type="checkbox"/>	<input type="checkbox"/>
I've been promoted.	<input type="checkbox"/>	<input type="checkbox"/>
My pay has increased.	<input type="checkbox"/>	<input type="checkbox"/>
I've met my individual learning goals.	<input type="checkbox"/>	<input type="checkbox"/>
My self esteem and confidence is higher.	<input type="checkbox"/>	<input type="checkbox"/>
I can do my job better.	<input type="checkbox"/>	<input type="checkbox"/>
I can take what I learned home.	<input type="checkbox"/>	<input type="checkbox"/>
I can function better outside of work.	<input type="checkbox"/>	<input type="checkbox"/>
I deal with conflict better.	<input type="checkbox"/>	<input type="checkbox"/>
I participate more at work.	<input type="checkbox"/>	<input type="checkbox"/>



For more information visit: [www.skillshighway.govt.nz](http://www.skillshighway.govt.nz)

