Checklist

Calculating the investment you might need to make in your programme

Businesses that have implemented literacy programmes have typically seen significant results and benefits. But most also caution the need to be aware of all the costs associated with running a programme. These include time and effort as well as financial costs.

Here's a checklist of the types of things you should think about as you work out the investment you'll need to make.

Investment area	Your notes
What are the costs associated with an external training provider: • analysing needs? • developing a tailored programme? • delivering the programme? • measuring success?	
Can your in-house trainer perform some of these tasks?	
How many employees and how much time will be involved in working with the training provider to make sure it's the right training for you?	
How much time will it take to establish business objectives and set benchmark measures?	
How much time will it take to engage your managers and supervisors?	
How will you recruit employees to your programme? What are the costs in time and materials (eg to create posters and flyers)?	
How much will it cost your business to release your employees to attend?	

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Investment area	Your notes
How will you cover the lost productivity cost while your employees are training?	
If government funding applies, will all your employees be eligible? How will you cover the costs of non-eligible employees?	
What are the costs of setting up a training space?	
What are the equipment and training material costs?	
What are the travel costs if your trainers, or those involved in promoting your programme, need to travel?	
What are the costs of organising other logistical arrangements (eg scheduling timetables so your employees can attend, adjusting your business processes)?	
How will you keep your employees motivated to continue your training once started? There may be a cost in time to monitor attendance.	
What's involved in measuring the success of your programme and reporting back to your managers/management board?	
Are there any system changes (eg to your human resources information system) you'll need to make to record the results of your training?	