

Checklist

What your training provider may need

Your training provider will need access to information and resources to help them understand your workplace and design a training programme that's directly relevant to the needs of your employees. Here's a checklist of the types of things your training provider is likely to need.

Information or resources needed	Your notes
Key contacts and contact arrangements	
Background information about your business	
Job descriptions or job tasks	
Employee specifications	
Observations from employee development/assessment interviews	
Information about any employees with special needs	
Training programme/training records	
Shift patterns/work start and finish times	
Location of the training	
Emergency procedures	
Assistance available eg photocopying	
Kind of feedback required	
How and when feedback is required	

DOL 11273.1