Organize Training So Great, Your Boss Wants to Promote You

Training Organizer Checklist

Before Booking

- Confirm the training goals and desired outcomes
- Identify the intended audience and appropriate course
- Verify software licences, permissions, and technical requirements
- Choose public or private training based on your needs

Planning the Logistics

- Check vacations, town halls, project deadlines, and busy periods
- Confirm preferred dates and time zones for all locations
- Choose an appropriate session length and schedule for multi-day courses
- Allow sufficient lead time for approvals and preparation
- Confirm the date, format, participant count, and booking details

Preparing Participants

- Send calendar invitations and explain the purpose of training
- Share technical requirements and preparation instructions
- Coordinate with IT and managers where needed
- Assign a contact person and backup if the organizer cannot attend

After Training

- Communicate email after-training support options
- Request your evaluation report and identify next learning needs
- Consider coaching, additional courses, or a longer-term training roadmap

Watch the webinar replay here.

Resources:

Blog | Public vs. Private Training: How Can You Choose?

Blog | What's the Difference Between Coaching and Training?

Blog | Six Common Mistakes to Avoid When Organizing Your Training

Blog | The Perfect Time to Create an Employee Training Plan Is Right Now!

Blog | Microsoft Excel Training: How to Choose the Best Microsoft Excel Course for You!

Time zones in Canada

New time zones explained

Meeting Planner – Find best time across Time Zones