

## Transfer of Training Self-Assessment

<b>Before Training</b>	<b>Yes</b>	<b>No</b>
Does the training department in your organization interact with the operational functions?		
Do you consult supervisors and learners during course development?		
Do you encourage supervisors to contribute to course development?		
Do you focus on designing instructional materials that are easy to read and use?		
Do you use job aids extensively in your courses?		
Do you advertise the course well in advance of delivery?		
Do you encourage supervisors to counsel potential learners on training and performance needs?		
Do you send information packages to supervisors before training?		
Do you send information packages to learners before training?		
Do supervisors and learners discuss training objectives before attending a course?		
Do you encourage supervisors to ensure staff absences are covered during training?		
Before Training - Total		

<b>During Training</b>	<b>Yes</b>	<b>No</b>
Does training take priority over supervisors' needs once an employee is at the course?		
When you are delivering a course, do you ensure that supervisors do not distract the learners?		
Do you economize time spent on training to shorten the amount of time learners spend away from work?		
Do you design the course so that two-thirds of the time is spent on learner practice and feedback?		
Do learners take a genuine interest in the course during its delivery?		
Do you allow time for learners to note their observations of training and how it will contribute to their development?		
Are learners encouraged to prepare a post-training action plan?		
Do you allow time at the end of the course to discuss how learners will overcome relapse to old procedures?		
During Training - Total		

After Training	Yes	No
Do you give supervisors the information they need to perform their role in the transfer of training?		
Are supervisors encouraged to debrief and counsel learners after training?		
Do supervisors schedule work directly related to the course when learners return to work?		
Are learners encouraged to brief co-workers on what they learned during training?		
Do supervisors recognize and reward employees who effectively apply the skills learned to the workplace?		
Do you help learners maintain contact with each other long after the course is over?		
Do you conduct meetings with learners and supervisors weeks after training to determine: <ul style="list-style-type: none"> <li>• how skills have been applied?</li> <li>• what aspects about training went well?</li> <li>• what could have been improved?</li> </ul>		
After Training - Total		

Give yourself one point for every “yes” answer and calculate your total below.

Total Scores	
Before training	
During Training	
After Training	
<b>TOTAL</b>	

Analysis	
0-9	Alpha Limited Wannabee: You and your organization will benefit greatly from this workshop.
10-19	Living on the Edge: You are doing some things right, but there’s more you can do.
20-26	Training Transfer Ace: You can pick up some extra ideas from this workshop that will make you even better.