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| **STATUS** | **TASK** | **OWNER** | **DUE DATE** | **NOTES** | |
| 1. Assess organizational needs | | | | | |
|  | Identify **future skills needs** (based company strategies, trends, market changes, etc.) |  |  | |  | |
|  | Gather **feedback** on L&D needs from key stakeholders. |  |  | |  | |
| 2. Determine impact, viability, and priority of learning objectives | | | | | |
|  | **Impact:** Determine which learning objectives have the most significant impact on the organization. |  |  | |  | |
|  | **Viability:** Assess whether there are enough resources (time, budget, instructors, materials) to support each learning objective and desired outcome. |  |  | |  | |
|  | **Priority:** Consider the resource availability above to determine which learning objectives your program can prioritize. |  |  | |  | |
| 3. Define and align learning objectives | | | | | |
|  | **Define:**Clearly definewhat objectives you want your employees to achieve through the learning program(s).  *Examples of employee learning objectives include: specific skills, knowledge, competencies.* |  |  | |  | |
|  | **Define:** Determine criteria for measuring success.  *Example: If you want to improve customer service skills, track customer satisfaction scores before and after training.* |  |  | |  | |
|  | **Align:** Ensure that learning objectives align with the strategic goals for your organization.  [A purple background with white text  Description automatically generated](https://www.litmos.com/blog/articles/measurable-training-kpis?utm_source=blog&utm_medium=referral&utm_campaign=LDMadeEasy&utm_term=&utm_content=litmos-ld-checklist-asset) |  |  | |  | |

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| 4. Design the learning program | | | | |
|  | **Choose your learning format(s)!** Determine which types of learning experience best suits the employee and organizational objectives you have identified above.  *Examples of learning formats include: in-person training, online courses, workshops, coaching, mentoring, etc.)* |  |  |  |
|  | **Choose your learning delivery method(s)!** Choose a blend of learning methods to accommodate different learning and organizational objectives.  *Examples of learning delivery methods include: self-paced, instructor-led, collaborative, etc.)* |  |  |  |
| 5. Evaluate and select learning tools | | | | |
|  | **Evaluate** Learning Management System (LMS) or other platforms for tracking and delivering learning programs. |  |  |  |
|  | **Evaluate** and select a learning content creation tool (if not included in your LMS or training platform software). |  |  |  |
|  | **Evaluate** whether the tools being considered meet the accessibility needs of your employees and the accessibility standards of your organization. |  |  |  |
|  | **Select** the tool(s) based on the criteria, strategic goals, and learning needs of your organization and employees.     [A blue and white screen with white text  Description automatically generated](https://www.litmos.com/blog/articles/how-to-choose-the-right-lms?utm_source=blog&utm_medium=referral&utm_campaign=LDMadeEasy&utm_term=&utm_content=litmos-ld-checklist-asset) |  |  |  |
| 6. Develop a communication plan | | | | |
|  | **Does your communication plan** outline the benefits of your learning program for employees?  *Examples of employee benefits include: professional development, career advancement, new skills, personal growth, etc.* |  |  |  |
|  | **Does your communication plan** outline the connection between your learning program and organizational goals? |  |  |  |

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|  | **Does your communication plan** provide an overview of the learning opportunities available and details about how to access them? |  |  |  |
|  | **Does your communication plan** leverage a variety of channels throughout your organization?  *Examples of communications channels for internal messaging include: company-wide intranet, company-wide emails, team-wide meetings, conference calls, etc.* |  |  |  |
|  | **Do your organization’s leadership know about your L&D program**? Get buy-in to ensure cascading of information and sponsorship! |  |  |  |
| 7. Implement the learning program strategy | | | | |
|  | **Launch:** Execute your learning program. |  |  |  |
|  | **Monitor:** Track participation and engagement of your learning program. |  |  |  |
|  | **Engage:** Leverage your LMS to engage inactive learners, gather feedback, and continue monitoring progress. |  |  |  |
|  | **Optimize:** Adjust your strategy based on initial feedback and observations. |  |  |  |
| 8. Measure and improve your learning strategy | | | | |
|  | **Revisit** your initial measurement strategy to ensure it measures the impact of learning on employee and organizational objectives.  [A purple sign with white text  Description automatically generated](https://www.litmos.com/resources/videos-webinars/roi-l-and-d?utm_source=blog&utm_medium=referral&utm_campaign=LDMadeEasy&utm_term=&utm_content=litmos-ld-checklist-asset) |  |  |  |
|  | **Evaluate** the effectiveness of your learning program through internal assessments, employee feedback mechanisms, and key metrics. |  |  |  |

