

## Course Audit Checklist

**Course Title:** \_\_\_\_\_ **Length:** \_\_\_\_\_

**Training Strategy:** \_\_\_\_\_

**Assessment:**       **Continue**       **Revise**       **Cancel**

<b>Organizational Basis</b>	<b>Yes</b>	<b>No</b>
1. Is the course linked to an organizational objective?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does it address a job performance deficiency?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is it a mandated course?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does it address a new initiative, job, process, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Impact</b>	<b>Yes</b>	<b>No</b>
5. Does the course receive positive feedback from learners?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does it generate expected learning outcomes?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does it produce improved employee performance?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does it yield measurable results for the organization?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Content</b>	<b>Yes</b>	<b>No</b>
9. Is the course content performance-based (job-relevant, meaningful)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the subject matter up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the course length appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are the materials up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delivery</b>	<b>Yes</b>	<b>No</b>
13. Is the training strategy (i.e. delivery method) effective?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is demand for the course in line with expectations?	<input type="checkbox"/>	<input type="checkbox"/>
15. Is course attendance in line with expectations?	<input type="checkbox"/>	<input type="checkbox"/>
16. Does the course run as scheduled (i.e. minimal cancellations)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cost</b>	<b>Yes</b>	<b>No</b>
17. Are overall program costs within budget?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are course delivery/implementation costs within budget?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are course maintenance costs within budget?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are technology-related costs within budget (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>