

## Transfer of Training Checklist

Name:

Training:

Date:

### ***Before Training***

Meeting Date:

- Relevance
- Objectives
- Prepare Trainee
  - Goal Orientation
  - Self-Efficacy
- Expectations

### ***During Training***

- Provide Time and Resources
- Avoid Interruptions

### ***After Training***

Meeting Date:

- Next Steps
- Obstacles
- Resources Needed
- Accountability

Follow-Up Meeting(s):