

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):