Ligtas

• Ligtas Resources

Training Strategy Checklist

Use our practical checklist to help you plan training that builds competency - and peace of mind.

This checklist will help you sense-check your current plan, identify gaps, and structure a strategy that works for your organisation. Use it to review your training needs internally, or to guide a conversation with us.

Training Strategy Checklist

People & Risk

- ☐ Have you identified all of the employees in your organisation?
- ☐ Have you identified all of the key risks your organisation faces?
- ☐ Have you mapped which risks are relevant to each type of worker or working environment?

Training Coverage and Competency Checking

- ☐ Do you have training records for all employees?
- ☐ Have those employees received training that is suitable and sufficient for the risks they face?
- ☐ If not, have you identified what type of training is needed?
- ☐ Have employees got the relevant experience and skills to be considered competent?
- ☐ Is the content tailored to your organisation's operations and working environment?
- ☐ Is the training available in a delivery format that suits your teams (e.g. eLearning, virtual, in-person)?
- ☐ Can you track course completion and store certificates for audit purposes?

Strategic Alignment

- ☐ Is your training strategy aligned with your business goals?
- ☐ Is it aligned with your workforce plan?
- ☐ Do you have access to data that helps you identify trends and future training needs?
- ☐ How will you consult with employees on training content and delivery preferences?
- ☐ Have you built in plans for refresher training and ongoing development?



Need help building a smarter training strategy?

Speak to our experts about how we can help you design a joined-up approach.

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