



Training and Development Action Items

Online Training

- **Action Item: Needs Assessment and Program Design**
 - **Deliverable:** A detailed needs assessment report outlining training objectives, target audience, and desired outcomes. Additionally, a comprehensive online training program design document.
- **Action Item: Development of Training Content**
 - **Deliverable:** High-quality training materials, including video lessons, interactive modules, and course handouts tailored to the specific training objectives.
- **Action Item: Scheduling and Coordination**
 - **Deliverable:** A training schedule including session dates, times, and platform details. Coordination plans for instructor availability and participant enrollment.
- **Action Item: Delivery of Live Virtual Training Sessions**
 - **Deliverable:** Conducted live virtual training sessions with interactive elements and participant engagement. Post-session feedback collection.
- **Action Item: Post-Training Support and Resources**
 - **Deliverable:** Access to recorded training sessions, supplementary materials, and ongoing Q&A forums for additional support.

Resource Development

- **Action Item: Creation of Training Materials**
 - **Deliverable:** Development of comprehensive training resources, including presentations, workbooks, and digital handouts, customized to specific training topics.
- **Action Item: Development of Interactive Learning Tools**
 - **Deliverable:** Interactive tools such as simulations, case studies, and scenario-based exercises designed to enhance learning engagement and effectiveness.
- **Action Item: Customization of Existing Resources**
 - **Deliverable:** Tailored versions of existing training resources to align with your organization's branding, policies, and training goals.
- **Action Item: Creation and Implementation of Assessment Tools**
 - **Deliverable:** Development of quizzes, tests, and evaluation forms to assess learning outcomes and effectiveness. Integration of these tools into the training program.
- **Action Item: Regular Resource Maintenance**



- **Deliverable:** Updated and revised training materials and resources based on feedback, industry trends, and organizational changes

Skill Assessment

- **Action Item: Conduct Employee Skill Assessments**
 - **Deliverable:** Detailed skill assessment reports for employees, including evaluation results, competencies, and areas for improvement.
- **Action Item: Analysis of Development Needs**
 - **Deliverable:** A comprehensive development needs analysis report identifying training gaps and providing recommendations for targeted interventions.
- **Action Item: Identification of Skill Gaps**
 - **Deliverable:** Report on identified skill gaps within the organization, with actionable insights for addressing these gaps through training programs.
- **Action Item: Creation of Personalized Development Plans**
 - **Deliverable:** Individualized development plans for employees, outlining specific goals, training recommendations, and milestones for professional growth.
- **Action Item: Ongoing Skill Tracking and Reporting**
 - **Deliverable:** Regularly updated skill tracking reports, including progress on development plans, training effectiveness, and recommendations for further improvement.

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