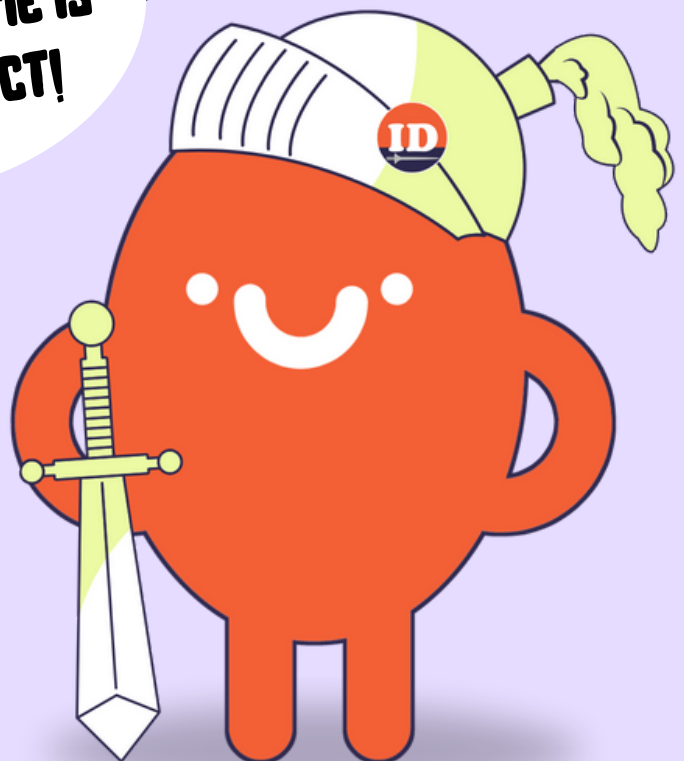


Q1 Checkup for L&D Teams

**DON'T STRESS
TOO MUCH. TIME IS
A CONSTRUCT!**



? Why We Doin' This?

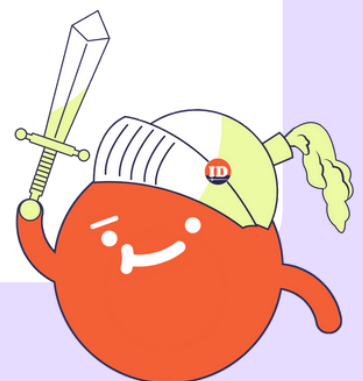
Break out the champagne! It's time for a Q1 Review! Nothing says fun, like taking a good, hard, honest look at your work performance. What a treat!

By giving Q1 a good once-over, you're not just patting yourself on the back for the **wins; you're** also rolling up your sleeves and getting into the **nitty-gritty** of what you can do a little bit better the next time around.

This review isn't just about about crunching numbers and checking off boxes. It's about tapping into your organization's pulse, **gathering insights from your learners and leaders, and making sure your learning initiatives are hitting the mark.**

Remember, **you're not a robot.** No one is going to have a flawless Q1 performance unless you're Keanu Reeves. He probably would. So, don't be too hard on yourself as you complete this questionnaire. **We're all works in progress!**

So, grab your favorite beverage and snack, cozy up with your laptop, and **let's dive into Q1.**



→ Training Initiatives

From workshops and webinars to eLearning modules and hands-on activities, you're assessing the effectiveness of every learning opportunity you offered last quarter. What ruled? What flopped? What could be better?

- **What** were the key training initiatives implemented in Q1, and how were they selected?
- **Were** there any new approaches or methodologies tested in training delivery during Q1?
- **How** did the training initiatives in Q1 align with the identified learning needs and organizational goals?
- **Did** we introduce any innovative or unconventional training methods in Q1, and what were the results?
- **Were** there any challenges or unexpected obstacles?
- **How** did the scope and scale of training initiatives in Q1 compare to previous quarters?
- **What** were the main successes and accomplishments of training initiatives in Q1?
- **In hindsight**, is there anything we would have done differently with regards to training initiatives in Q1?

→ Learner Feedback

Learner feedback gives you firsthand insights into the effectiveness of learning initiatives, guiding continuous improvement efforts and ensuring alignment with learner needs and preferences. AKA, this section's really important!

- **How** was feedback collected from learners regarding training content, delivery, and overall experience in Q1?
- **What** were the main themes or trends identified in learner feedback from Q1 training sessions?
- **Were** there any recurring suggestions or areas for improvement highlighted in learner feedback?
- **How** was feedback from learners used to make adjustments or improvements to training initiatives during Q1?
- **Did** learners express satisfaction or dissatisfaction with the quality and relevance of training content in Q1?
- **What** mechanisms were in place to ensure that feedback from learners was acted upon in a timely manner in Q1?
- **How** did the feedback received from learners in Q1 contribute to the overall enhancement of training programs and delivery methods?
- **What** steps can be taken to further improve feedback collection and utilization in future training initiatives?

→ Learning Outcomes

From the first click to the final assessment, you've worked hard to empower your learners. What knowledge was gained? What skills were honed? And what impact did it have on your team's capabilities? Hot tip: "IDK" doesn't count as an answer.

- **What** were the intended learning outcomes or objectives for training programs in Q1?
- **How** were learning outcomes assessed or measured for each training session in Q1?
- **Were** there any unexpected or surprising learning outcomes observed in Q1?
- **How** did the learning outcomes achieved in Q1 compare to predefined benchmarks or expectations?
- **Were** there any notable improvements in knowledge, skills, or competencies among learners as a result of training in Q1?
- **What** evidence do we have of knowledge retention and application following training in Q1?
- **How** did the learning outcomes contribute to overall employee development and organizational growth in Q1?
- **What** strategies or adjustments can be made to enhance learning outcomes in future training initiatives?

→ Learner Growth

By tracking learner growth, you're not just measuring progress; you're nurturing development, building confidence, and empowering individuals to reach new heights. Why not break out a ruler and literally measure them as well? Just kidding.

- **What** measures were used to track individual learner growth and development in Q1?
- **Were** there any notable improvements or achievements observed among learners as a result of training in Q1?
- **How** did the training initiatives in Q1 contribute to the professional growth and advancement of individual learners?
- **Were** there any instances of skills or competencies gaps identified among learners during Q1, and how were they addressed?
- **Did** learners demonstrate increased confidence or proficiency in applying newly acquired knowledge or skills in their roles following training in Q1?
- **What** support mechanisms or resources were provided to facilitate learner growth and development in Q1?
- **Were** there any opportunities for personalized or tailored learning experiences to address specific learner needs or interests?

→ Delivery Methods

By assessing your delivery methods, you're aiming to pinpoint what resonates best with your learners, ensuring engagement and maximizing learning outcomes. You can make the best pizza in the world but if the delivery stinks, what's the point?

- **What** were the primary delivery methods used for training sessions conducted in Q1?
- **Were** there any new delivery methods or technologies introduced in Q1, and how were they received by learners?
- **How** did the chosen delivery methods contribute to the effectiveness and engagement of training sessions in Q1?
- **Were** there any challenges or limitations associated with specific delivery methods used in Q1?
- **Did** learners have access to adequate resources and support to fully engage with training materials delivered in Q1?
- **How** did the delivery methods employed in Q1 cater to the diverse preferences and needs of learners?
- **Were** there any instances where alternative delivery methods could have been more effective or efficient in Q1?
- **What** strategies can be implemented to enhance the variety and effectiveness of delivery methods in future training initiatives?

→ Compliance & Completion

Checking out compliance and completion rates is super important to make sure everyone's up to speed with the stuff they need to know. It keeps things running smoothly and reduces any potential hiccups down the line!

- **What** were the compliance requirements for training sessions conducted in Q1, and were they met?
- **How** were training completion rates monitored and tracked for mandatory and optional courses in Q1?
- **Were** there any instances of non-compliance or incomplete training observed in Q1, and what were the reasons behind them?
- **What** strategies or incentives were used to encourage participation and completion of training sessions in Q1?
- **How** did the compliance and completion rates in Q1 compare to previous quarters or benchmarks?
- **Were** there any challenges or barriers encountered in ensuring compliance and completion of training in Q1?
- **How** did the compliance and completion rates impact the overall effectiveness and outcomes of training initiatives in Q1?
- **What** improvements can be made to enhance compliance monitoring and increase training completion rates in future initiatives?

→ Stakeholder Engagement

By gauging stakeholder engagement, you can align your efforts with organizational objectives, gain valuable insights, and nudge them toward enthusiastic collaboration. But where are our steaks? They owe us some steaks.

- **How** were stakeholders engaged and involved in the planning and execution of training initiatives in Q1?
- **What** feedback or input did stakeholders provide regarding the design, content, and delivery of training programs in Q1?
- **Were** there any challenges or obstacles encountered in engaging stakeholders effectively during Q1, and how were they addressed?
- **How** did stakeholder engagement contribute to the success or effectiveness of training initiatives in Q1?
- **Were** there any instances where stakeholder expectations or priorities conflicted with the objectives of training programs in Q1, and how were these conflicts resolved?
- **Did** stakeholders express satisfaction or dissatisfaction with the outcomes or impact of training programs delivered in Q1?
- **How** can feedback from stakeholders be leveraged to improve communication, alignment, and support for learning and development initiatives in future quarters?

→ Budget & Resourcing

When you assess your budget and resources, you identify areas for optimization, allocate funds strategically, and make sure you have the dough to do all the exciting things you want to do! Be sure to save some \$\$\$\$ for candy too.

- **What** was the allocated budget for learning and development activities in Q1, and how was it distributed across different initiatives?
- **What** were the main expenses incurred in planning, developing, and delivering training programs in Q1?
- **Did** the actual spending in Q1 align with the budgeted allocations, and were there any significant deviations?
- **How** did the budget constraints or limitations impact the scope, scale, or quality of training initiatives delivered in Q1?
- **Were** there any unexpected or unplanned expenses incurred during the implementation of training programs in Q1, and how were they managed?
- **What** strategies or approaches were used to optimize budget utilization and maximize the value derived from training investments in Q1?
- **Did** the budget allocated for training in Q1 yield satisfactory returns in terms of improved performance, productivity, or employee development outcomes?

→ Words of Comfort

Have a rough Q1? That's ok! It happens to the best of us. Here are some words of comfort to make you feel a little bit better about the whole situation.

- **Hey**, it's just work!
- **You** know what they say, "First is the worst, second is the best!" Q2 will be better.
- **It's** Q1, you were just warming up!
- **An** incredible Q1? IN THIS ECONOMY?!???!!
- **It's** not your fault. It's Brian's fault.
Everything is Brian's fault.
- **We** bet you underperformed in Q1 on purpose. That's a great way to subvert expectations! Classic you! Well played.
- **How** are we supposed to get work done when we share a planet with dogs?! They are so beautiful and distracting!
- **IDLance** will fix it for you.

Need some help with Q2 planning?

We can help! Click here to get
in touch with us!

