

Ultimate L&D Function Checklist

How to Build a High-Impact Learning and Development Function

Why This Checklist Matters

Learning and Development is no longer just about delivering training sessions. It is about building capabilities, enabling transformation, and creating measurable business value. This checklist will help you evaluate your current L&D setup and identify what is missing from your strategy, systems, or mindset. Whether you are just getting started or scaling an enterprise-wide function, this guide is built to help you move forward with clarity.

Use this checklist as a conversation starter, a gap analysis tool, or a roadmap for transformation.

If you are ready to dive deeper into building a high-impact L&D function, check out the [Certificate Program in Learning and Development](#).

1. Strategy & Alignment

- ☐ Do we have a clear L&D strategy linked to business goals?
- ☐ Have we identified the capabilities needed to drive those goals?
- ☐ Are we involved in strategic workforce planning or talent development?

2. Needs Analysis & Capability Mapping

- ☐ Do we regularly assess skill gaps and learning needs?
- ☐ Have we created capability frameworks for key roles?
- ☐ Do our training priorities reflect current and future needs?

3. Program Design & Development

- ☐ Are our learning programs built around real-world application?
- ☐ Do we use a structured model like ADDIE or SAM?
- ☐ Are learning objectives clearly aligned to outcomes?

4. Delivery & Platforms

- ☐ Are we using a mix of delivery methods (in-person, digital, blended)?
- ☐ Do we have a robust LMS or digital learning ecosystem?
- ☐ Are facilitators/trainers equipped to deliver engaging experiences?

5. Measurement & Evaluation

- ☐ Do we measure learning impact beyond completion rates?
- ☐ Are we capturing behavioral and performance outcomes?
- ☐ Do we use data to inform future decisions and improvements?

6. Leadership & Culture

- ☐ Are managers actively involved in learning initiatives?
- ☐ Do we promote a culture of continuous learning and curiosity?
- ☐ Is L&D seen as a trusted advisor within the organization?