



They Did WHAAAAT?

You know the story.

Participants attend your strategically designed and beautifully delivered training.

You feel *really good* about the feedback you receive and the progress they have made.

And then you get the email:

“We would like Sasha Student to be retrained on the MiniSoft system.”

UGH!

Believe it or not, you're not alone. But there is help. Enter Post Training Performance Analysis.

This little bugger (which we designed) helps you pinpoint the problem. Together with the manager/supervisor, you run down the following list of questions and STOP when

the answer is “no.” At that point, you have identified the cause of the deficient performance.

Here are the areas that are covered in the survey:

1. The learner's level of participation during training.
2. The degree to which the learner's personal and course objectives were met.
3. The completeness to which the learned skill was performed in the learning environment.
4. How well the learner applied or transferred the newly learned skill on the job.
5. Measuring the extent to which the learner performed to standard.

For the complete survey and instructions on how to administer, please click [HERE](#) to check out our *Instructional Design, Certified Performance Consultant, Certified Training Manager* and *Certified Instructional System Designer* workshops.

Time to go and pinpoint the problem so you can solve it!

P.S.

Many thanks to all of you who provided additions to our Trainer Checklist we received as a follow up to last week's training tip. Here are the little gems – feel free to add them to YOUR list!

“Remember to hydrate. Nobody wants a trainer with dry a mouth!” ~Toishe

“Small clocks, timer for breaks, HDMI adapter, small magnets and long pins to mount posters or chart pages.” ~ Elaine

“Comfi mouse (if there's no space for Evoluent mouse – the better one), Snowflake mic, Logitech headphones/recorders (usb), small usb hub, mouse jigglers, bottled water, good luck charm (more than one) organic cleaner, Gerollstiner water, good pens, blank sketchy type notebook, blank smaller size pad, Chromebook, sunglasses.”~ Irene

“And make sure your room isn't double booked!!! Grrrrr” ~ Mike

“Push pins, thumb tacks, transparency tape, utility knife glue stick. “ ~ Ed

“I carry a work health and safety checklist – identifies things like who the fire warden is, where the emergency exits are and whether there are cords or tripping hazards in the room and so on.” ~ Ruth

*“Dongles for projector (HDMI etc.) based on your laptop type and a clicker.”
~ Henna*

“Shout Wipes and a small piece of white chalk (absorbs grease until you can properly clean it). A spring-type clothes pin and a “bulldog” (big) paper clip to keep hotel curtains closed, as note holders and/or paper clips and to keep wires where you want them. A small (child-size) ponytail band can be used to keep your zipper up (both men and women)! I was recently at a face-to-face conference where the gentleman presenter kept absent-mindedly checking his fly! I so wanted to snap my ponytail holder to him! I also keep a big safety pin pinned to the inside of my pocket in case anyone needs one.” ~ Catherine

Thanks for all of these useful additions.

Cheers for collaboration!

Team M&M

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The Training Clinic

We're all on this journey together!

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