

Training Content Review Guidelines

It's important to strive for quality, consistency, and effectiveness in all training projects. To achieve these goals, we have created the following review guidelines checklist to ensure effective training projects.

Use the questions below to guide your hands-on review. Your expertise and knowledge in the content area is important to the development of accurate and useful training materials. The responsibility of the reviewer is to assure that information provided in the materials is complete, clear, and accurate from a content standpoint and to assure that the materials are accurate and useful from a business perspective.

It is important to review your training materials throughout development so that you always know where things stand. Doing so will allow you to improve on any areas that are weak.

That said, evaluation of training content is not just for the trainer, Learning & Development department or organization. Evaluation is ultimately critical for the learner, as well, since they are the recipients of the training. This is perhaps the most important reason of all for taking time to perform careful and thorough reviews of your training materials.

Training Title:		
OK (Y/N)	Item	Comments
Complete and Accurate Content		
	Do the tasks in the materials align with the desired learning outcomes?	
	Do the tasks identify what the user needs to know to be successful?	
	Is there anything included that should not be included?	
	Is the content technically accurate?	
	Is the content clear, concise and complete?	
Instructional Strategy		
	Is the presentation of the tasks in a logical order?	
	Does the mix of presentation, practice, activities and assessment fit well together?	

Training Title:		
OK (Y/N)	Item	Comments
	Are the activities accurate and meaningful to end-users?	
	Do the materials adequately describe the systems and the job tasks?	
	Are all the procedures and instructions clear and accurate?	
	Are there cautions that should be included (i.e. about system data loss, risks to the company in certain types of sales or situations, etc.)?	
	Do the materials offer useful tools such as a job aid or reference card where appropriate?	
User Experience		
	Are the materials easy to use or navigate?	
	Does the overall design layout meet business needs?	
	Are the graphic or other media elements such as slides appropriate and of reasonable quality?	
	Is branding or use of logos correct?	
Overall Experience		
	Can the learner apply the skills and attitudes taught in the materials immediately?	