Before and After Training (BAT) Guide

BAT Checklist

BAT Checklist for: _______________________________________________________

These steps are best implemented at three critical junctures: before, during, and after the training event.

BEFORE the training:
- On the BAT Guide, identify three strengths and describe how continuing to use these strengths benefits the organization.
- Identify three areas you would like to strengthen through training.
- Research and explore training opportunities and offerings [http://www.lcc.edu/od/llc](http://www.lcc.edu/od/llc).  
- Describe the connection between the training objectives and current job responsibilities. Link those responsibilities to organizational goals.
- Discuss learning event options with a supervisor and/or peers.
- Schedule training event(s) by enrolling in i-Learning.

DURING the training:
- Attend the entire training event.
- Network and learn about other departments or areas of the organization. Meet new people and exchange ideas to help break down functional silos that might exist within the organization.
- On the BAT Guide, list specific ideas or skills to focus on when returning to work.
- Schedule 30-day and 60-day check-ups for new skills.
- Avoid leaving the training for anything other than a dire emergency.

AFTER the training:
- Share information about the training event either formally or informally.
- Discuss training applications with a supervisor and/or peers.
- Review the BAT Guide and describe the “when” and “how” of applying new ideas and skills.
- Recognize and reinforce other trainees practicing and performing new skills.
- Find help or coaching if further practice with a skill or new behavior is needed.

Adapted from “Gaining the Most from Your Training Investment,” Susan Mutty, CPT, Business & Community Institute, Lansing Community College

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