WORKFORCE RESET

A Playbook for Workforce and Employer Resilience

DETERMINGING DELIVERY METHOD, FACILITY AND TIMING CHECKLIST

- [ ] Hands-on: on the job cross-training, demonstrations, coaching, mentorship, job shadowing
- [ ] Classroom: instructor-led, seminar style
- [ ] Interaction: quizzes, group discussions, role playing
- [ ] What workspace or facilities are needed for on the job training?
- [ ] Should the training be conducted offsite?
- [ ] What tools or equipment do you need?
- [ ] Will the training be conducted part-time and/or during working hours?
- [ ] Will training be delivered outside working hours?
- [ ] Will the instruction schedule be?
- [ ] What performance, dress code, etiquette standards must be met?

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