WORKFORCE RESET

A Playbook for Workforce and Employer Resilience

DETERMINGING EDUCATION AND TRAINING PROGRAM GOALS CHECKLIST

- [ ] Can the job be explained as a series of steps?
- [ ] What specific skills are needed to perform the job?
- [ ] Can workers expect targets or goals?
- [ ] What hazards and safety practices must be taught?
- [ ] What material handling techniques must be taught?
- [ ] What performance, dress code, etiquette standards must be met?
- [ ] Will better information about your products/ services help workers to do a better job?

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