

Choosing the right provider – Checklist

We recognise that deciding who to work with on any kind of development programme is usually a very difficult decision. With that in mind, we've created a short checklist to help you decide which training provider will make the most suitable partner for your organisation.

Structure Explained

Our experience has shown us that the most successful programmes involve three distinct stages that can essentially be broken down as follows:

BEFORE – What is done in advance of any programme to maximise its impact and effectiveness.

DURING – How the programme is delivered to ensure high levels of engagement and commitment to change.

AFTER – What is done when the face to face element finishes to make sure that the learning is used regularly and measured effectively to demonstrate some form of ROI.

We conclude the checklist with a section on the **overall credibility** of the providers.

Before

Will the participants be appropriately engaged before attending the face to face workshops?		
Wholly	Partially	Insufficiently

Will your participants and stakeholders have the opportunity to shape the content and format of the programme?		
Wholly	Partially	Insufficiently

Are the key learning objectives recommended by the providers linked directly to your departmental and organisational objectives?		
Wholly	Partially	Insufficiently



Will the **participants'** line managers be effectively involved in the programme?

Wholly

Partially

Insufficiently

Have your competencies & processes and culture & values been effectively incorporated?

Wholly

Partially

Insufficiently

During

Does the proposed content address **the participants'** key challenges?

Wholly

Partially

Insufficiently

Does the programme include a good blend of appropriate learning methods?

Wholly

Partially

Insufficiently

Does the overall format and style of delivery reflect the expectations of the participants?

Wholly

Partially

Insufficiently

Will the programme involve the participants effectively outside the classroom?

Wholly

Partially

Insufficiently

After

Have the providers demonstrated how they can measure the impact of the programme?

Wholly

Partially

Insufficiently



Will the participants be required to demonstrate what they have learnt and how they have applied it?

Wholly

Partially

Insufficiently

Will line managers be effectively involved in supporting the participants to apply what they have learnt when they return to work?

Wholly

Partially

Insufficiently

Overall Credibility

Do the providers understand the challenges you are currently facing?

Wholly

Partially

Insufficiently

Do the providers have sufficient experience in designing, delivering and measuring events of this nature?

Wholly

Partially

Insufficiently

Do the providers offer administrative and logical expertise to ensure the smooth running of the event?

Wholly

Partially

Insufficiently

Are the costings easy to understand and do they provide genuine value?

Wholly

Partially

Insufficiently

