



TRAINING FUNCTION AUDIT TOOL

INDUSTRY TRAINING INFORMATION

Industry Training Requirements (Hours/Content): _____

Industry Training "Best Practices" _____

COMPANY TRAINING INFORMATION

Total Number of Employees: _____

Total Number of Employees Eligible for Training: _____

Percentage of Eligible Employees Receiving Training: _____

Total Number of Staff Levels: _____

Total Number of Training Hours Per Staff Level: _____

Percentage of Training Hours Per Staff Level: _____

Total Number of Offices: _____

Total Number of Training Hours Per Office: _____

Percentage of Training Hours Per Office: _____

Total Number of Departments: _____

Total Number of Training Hours Per Department: _____

Percentage of Training Hours Per Department: _____

TRAINING ALLOCATION

Total Number of Training Categories (e.g., technical training, management development training, new hire orientation, communication training, sales training, etc.): _____

Total Number of Training Hours Per Training Category: _____

Percentage of Training Hours Per Training Category: _____

Total Number of Training Delivery Sources (e.g., internal professional instructors, internal administrative instructors, client/customer instructors, community instructors, college/university, external training vendors, self-study, on-line training, on-the-job training, etc.): _____

Total Number of Training Hours Per Delivery Source: _____

Percentage of Training Hours Per Delivery Source: _____

TRAINING COSTS

Total Out-of-Pocket Training Expenditures (e.g., training materials, food, facility, travel costs, etc.) = _____

Total Training Instructor Expenditures (training vendor fees plus expenses) = _____

Total Administrative Costs (Administrative Personnel Hourly Rate X Number of Training Coordination Hours) = _____

Total (Internal) Instructor Opportunity Costs (Net Billable Rate X (Instructor Teaching Time + Preparation Time)) = _____

Total Staff Opportunity Costs (Net Billable Rate X (Total Training Hours + Training Travel Time)) = _____

TRAINING ASSESSMENT

What is your company's average training effectiveness rating? _____

What is your company's average instructor effectiveness rating? _____

How effective are your current training programs? How do you know? _____

How much of an impact do your current training programs have on success indicators such as job performance, productivity and profitability?

How do you know? _____

What type of training comparability system do you currently use to evaluate training program effectiveness and determine when to make curriculum changes? _____