Upgrade your training program today by using this worksheet to assess your current program and outline next steps for your team.

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| **Decision** | **Current** | **Upgrade** |
| **Length of Training** | Current # days in training  Ex. 3 days (1 prep, 2 line) | Better version  Ex. 5 days (2 prep, 3 line) |
| **Trainers (# and who)** | Current trainers and who they are  Ex. No trainers | Better version  Ex. 1 Prep (Luis), 1 Sauté (Alice), 2 Salad (Joe and Em) |
| **Important Benchmarks** | Current training points where feedback is given or performance is assessed  Ex. After day 2, make 1 dish for chef and at end of training make 3 dishes for chef | Where you want to build more structure into training  Ex. Daily recipe checks with trainer or chef tracked on schedule; written feedback at end of training; next steps |
| **Important Knowledge** | Current important knowledge all new employees must have  Ex. Attendance policy, leadership team, company values | Where to include in training process  Ex. Orientation, training manual, training checklist |
| **Tools/Templates** | Current tools if any  Ex. Training schedule, but very little detail | Tools we need to improve training  Ex. More detailed training schedule, orientation slideshow, training manual, recipe cards |