

Learning and Development Strategy Checklist

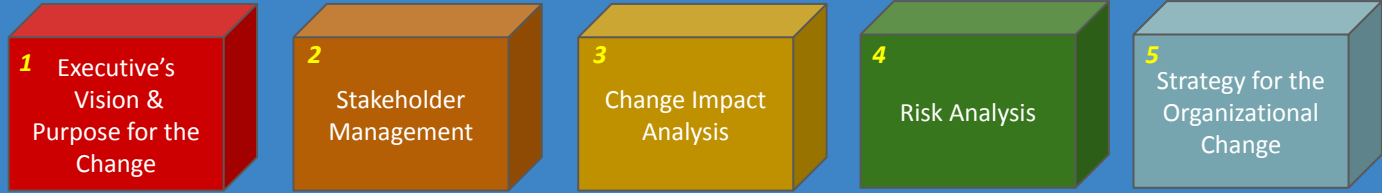
Soundstep Consulting Services' Organizational Change Management Framework (OCMF-13) for Major Transformation Programs

Simplicity and Clarity

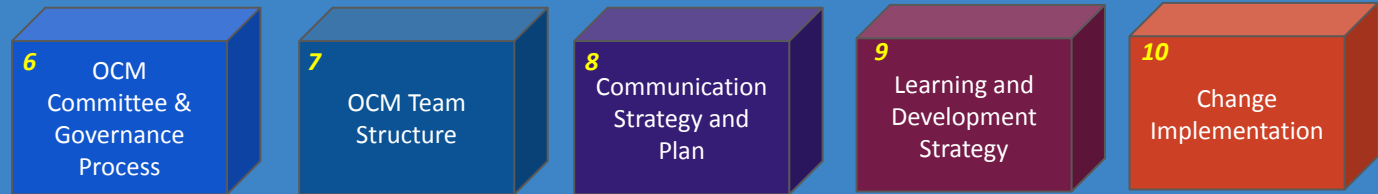


The 13 Components of the SoundStep Consulting Services' Organizational Change Management Framework (OCMF-13)

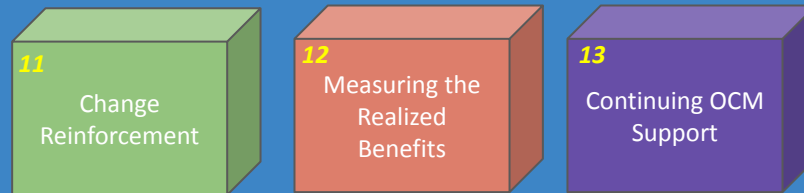
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Learning and Development Strategy Checklist

1. Have the Training Needs and Requirements been defined and analyzed for each role impacted by the Program?
2. Has a single, overarching Training Strategy and Implementation Plan been prepared?
3. Does the Training Strategy include:
 - a. Training Curricula, Courses, and Materials
 - b. Distinction between Mandatory and Optional
 - c. Identification of training courses that require formal certification (internal or external)
 - d. Training Delivery Methods (Traditional classroom, Virtual Classrooms, On-demand/Online Training Videos, Self-Paced vs. Instructor-Led)?
 - e. List of Training Instructors (Internal and from Third Parties)?
 - f. Training Coaches
 - g. Training Costs (one-time and ongoing expenses)
 - h. Training Schedule
 - i. Target Dates for Training Commencement and End Dates
 - j. Rewards, Awards, Recognition for Completing the Training (some or all)
4. Does the Strategy include a Target Date for when all the personnel to be trained will be identified?
5. Has the Strategy and Implementation Plan been synchronized with the Transformation Program Schedule?



Simplicity and Clarity



Thank You!

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