

# Training Program Success Worksheet

Use this worksheet to establish measurable short and long-term goals for your company and training program. Listed below are example goals and other consideration to help you get started.

Company or training program goal	Success Metrics (how will this goal be measured?)
Reduce turnover	Reduce turnover from 12% to 6%
Get project management employees get certified Eliminate workplace accidents for 12 months	Improve sales call rates by 25%
Learners complete two courses per month	

Deadlines for completions	Action items	Current obstacles
31 January, 2019	Survey employees on course interests	Time and staff to curate elearning courses
1 June, 2019	Email learners weekly promoting new courses	Conflicting company and training program priorities
31 December, 2020	Curate safety courses for new employees	Staff turnover

Who is responsible?	How can OpenSesame support you?
LMS administrator	Curate best Leadership courses
Project manager	Recommend strategies to market elearning internally
Chief Learning Officer	Help me maximize my budget

Things to consider when developing goals		
What categories of courses will you need? (Leadership, soft skills, project management professional certification, workplace conflict, office safety, etc.)	Is it ready for use?	What does success truly look like?
What technology will courses be delivered on?	What has worked and not worked in the past?	Who is accountable for setting, implementing, and measuring training goals?
	How do training goals support organizational short and long-term goals?	

**OpenSesame is here to help you every step of the way.**

If you have questions, please contact your OpenSesame Customer Success Manager or [support@opensesame.com](mailto:support@opensesame.com).

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Action items

Current obstacles

Who is responsible?

How can OpenSesame support you?

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