

Partnering with Clients Worksheet

Training Cycle Stage and Ideas	Doing Well	Actions to improve
<p>Assessing performance needs Client liaison: Right enquiry to understand purpose, desired outcomes and gaps. Sharing needs assessment process and findings with client.</p>		
<p>Designing curricula Design training outlines in detail. Share with clients for comment Refine based on feedback.</p>		
<p>Designing learning experiences Use outline as a base. Confirm with client as needed organize and run pilots. Make final adjustments.</p>		
<p>Facilitating learning Logistics, progress updates, sharing immediate reaction, reporting and shared observations and recommendations</p>		
<p>Supporting transfer of learning Liaison in support interventions. Use feedback to improve future training and support and agree with client.</p>		
<p>Evaluating learning Pre-agreed metrics on performance and results. Refinement of future learning interventions.</p>		