

Consider the following prior to designing, developing, pilot testing and rolling out the training...

Do you understand/have knowledge of...	
	The vision for the change. (Consider the vision as it relates to potential training needs, such as increased productivity, improved customer service, improved decision making)
	The types of training options that are available within the organization and have been proven successful within the organization
	The competencies that will be addressed by the training
	Exactly how processes and/or procedures will change and the impact on the stakeholder's day-to-day jobs
	What resources are available, or need to be sourced, for designing, developing and facilitating the training (e.g., are contractor needed, are their internal subject matter experts, can internal staff conduct the training)
	How job descriptions or the organization chart will change based on the change initiative
	The skills, knowledge, behavior, competencies required for stakeholders to work within the changed environment
	Which stakeholders are impacted by the change and the level of that impact
	What the specific impacts are of the change on each stakeholder group