FREE TOOLKIT · FOR MANAGERS, HR & L&D

Training that actually changes work.

Five printable tools to plan, run and prove the value of any training, from the first question to the 90-day follow-up.

01 · Training needs analysis worksheet

02 · ADDIE program planner

03 · Kirkpatrick evaluation plan

04 · Simulation debrief guide

05 · Learning-transfer checklist

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STEP 1 · BEFORE YOU BOOK ANY TRAINING

01

Training needs analysis

Start with the business result, not the course. If the gap isn't about skill or knowledge, training won't fix it.

Business goal	Performance gap	Who	Cause?	Training fix?
e.g. Cut customer complaints 20%	Agents escalate instead of solving	Front-line team (18)	Skill ☐ Knowledge ☐ Process ☐ Motivation ☐	Yes: practice difficult calls
			Skill ☐ Knowledge ☐ Process ☐ Motivation ☐	
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Ask What would people do differently on Monday if this worked? If you can't answer, you're not ready to book.

Rule Process or motivation gaps need a manager fix, not a workshop.

STEP 2 · DESIGN IT

02

ADDIE program planner

Analyze, Design, Develop, Implement, Evaluate. One row per phase; keep it on one page.

Phase	Key question	Our answer	Owner	Due
Analyze	Who needs what, and why?			
Design	What will they DO in the session? (aim for 70% practice)			
Develop	What materials, simulation or cases?			
Implement	When, where, which groups, which language?			
Evaluate	How will we know it worked? (see tool 3)			

Tip Write the objectives as verbs you can watch: "negotiates a price using BATNA", not "understands negotiation".

STEP 3 · PROVE IT WORKED

03

Kirkpatrick evaluation plan

Plan all four levels before the session, not after. Level 3 and 4 are where the business sees value.

Level	What we measure	How	When
1 · Reaction	Did they find it useful and engaging?	Short survey (3 questions)	End of session
2 · Learning	Can they do it now?	Simulation score / skill check	End of session
3 · Behavior	Are they doing it at work?	Manager observation, 360 pulse	30 / 60 / 90 days
4 · Results	Did the business number move?	The KPI from your needs analysis	Quarter after

Baseline Record the level 4 number before training. No baseline, no proof.

STEP 4 · TURN THE GAME INTO LEARNING

04

Simulation debrief guide

The learning happens in the debrief. Give it at least a third of the session time. Use these four rounds.

1 · What happened? Walk through the key decisions in order. Facts only, no judging yet.

2 · How did it feel? Where did you feel pressure, doubt or confidence? What drove your choices?

3 · What did we learn? Which framework explains what happened? What would you change next round?

4 · What now? Name one situation at work this month where you'll use this. Write it down and share it with a partner.

Facilitator Ask, don't tell. Let the team find the lesson; confirm it with the framework at the end.

STEP 5 · MAKE IT STICK

05

Learning-transfer checklist

Most training is forgotten within weeks unless the manager keeps it alive. Tick these off.

BEFORE

- [ ] Manager explains why this training matters for the team's goals
- [ ] Each person writes one thing they want to get better at

DURING

- [ ] Most of the time is spent practicing, not listening
- [ ] Everyone leaves with a written action plan

AFTER

- [ ] 1:1 within a week: what will you try first?
- [ ] A real task to apply it in the next 30 days
- [ ] Recognition when someone uses the new skill
- [ ] 30/60/90-day check against the baseline (tool 3)

WANT US TO RUN IT FOR YOU?

Your team won't forget this one.

Enlighten designs and runs live business simulations for corporate teams, with the needs analysis, debrief and evaluation built in. In Arabic or English, on-site or online.

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