

# A Checklist Every L&D Professional Should Have in 2022

TECHADEMY

- ✓ Take a survey: Understand what is working and what is not.
- ✓ Conduct a training needs analysis: Ask yourself the why, how and what behind your training.
- ✓ Identify the stakeholders: These people could be the higher management, IT teams, and corporate learners.
- ✓ Optimize digital learning formats: Create engaging and interactive learning formats
- ✓ Make sure to find a content provider that regularly supplies you with relevant and up-to-date learning content.
- ✓ Create a two-way communication plan
- ✓ Motivate by giving rewards: Through gamified and social learning, use rewards to create incentives that motivate your employees.
- ✓ Regularly evaluate your efforts: Think about what target values you want to set and how you can evaluate them at a later date.
- ✓ Watch learning trends: Keep an eye out for current trends that can help you optimize your companies wide training.



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