

## Checklist for training and development

Statements	Yes/No
Does the org complete training needs analysis for staff/volunteers/management?	
Does the org have a system in place to prioritise identified training needs?	
Does the org maintain a record of training completed on an individual, team, or org basis?	
Does the org respond to identified training needs by organising relevant in-house training/accessing external training?	
Has the org identified appropriate training programmes/services?	
Is the trainer competent and/or qualified in the respective areas?	
Has the training been gender and equality-proofed?	
Does the training provided enhance the competencies (knowledge, skills, and attitudes) of staff/volunteers/management?	
Are trainings evaluated?	
Are staff/volunteers facilitated to avail of development and training opportunities?	
Does the org have a system in place to prioritise training needs?	
Are the impact and outcomes of training identified and implemented?	