

EXHIBIT 9.1. TRAINING SELF-AUDIT

A training audit's purpose is to assess training practices and processes and, where necessary, develop action plans and implement changes to ensure that effective training will be an ongoing activity. Seven key areas are listed below. Please circle "yes" or "no" in answer to each question.

1. Training Needs Identification **YES** **NO**

Does the organization have and regularly use a systematic, ongoing training needs assessment process, using either a task analysis or a strategic needs assessment method, to identify specific knowledge, skills, attitudes, and/or behaviors needing improvement?

Comments/Suggested Action Items:

2. Interactive Training **YES** **NO**

Does training engage the adult learner interactively, whether in an instructor-led classroom environment, self-paced, or blended training delivery, so that knowledge, skills, attitudes, and behavioral change has a greater opportunity to occur?

Comments/Suggested Action Items:

3. Qualified Trainers and Content Providers **YES** **NO**

Whether performed by in-house training staff, internal subject matter experts, or external content providers and/or trainers, has a training professional reviewed and approved the qualifications and training materials of all providers to ensure that they will produce a high quality training experience?

Comments/Action Items:

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EXHIBIT 9.1. (CONTINUED)

4. Demonstrated Management Support **YES** **NO**

Is management clearly committed to supporting the training effort? Is there clear evidence that reinforces this assumption?

Comments/Action Items:

5. Evaluation Processes **YES** **NO**

Are evaluation processes in place and consistently used? Is action taken once evaluation data is collected and analyzed?

Comments/Action Items:

6. Training Database **YES** **NO**

Does a training database track targeted and actual employee participation in training programs and other vital training information? Are reports generated that communicate actionable information for decision makers, training professionals, and managers?

Comments/Action Items:

7. Retraining Opportunities **YES** **NO**

Is employee retraining strongly encouraged and undertaken as needed to ensure trainees possess adequate job knowledge, skill, attitudes, and behavior subsequent to initial training participation?

Comments/Action Items:

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