Sales Training Checklist

Have you established a "Purpose of the training"?
Can you describe what your team will have learned or
new skills that they will have acquired at the end of the training?

Pre Training

- [ ] Date
- [ ] **Setting**
- [ ] In-person
- [ ] Hybrid
- [ ] Virtual
- [ ] **Resources**
- [ ] Presentation Deck
- [ ] Videos
- [ ] Equipment

Post Training

- [ ] How will you test your team to see if you were successful in your training purpose?
- [ ] Multiple choice quiz
- [ ] Fill in the blank
- [ ] Role Play
- [ ] Set up surveys so that trainees can share 1-2 major takeaways from the session

Live Training

- [ ] How will you keep it interactive?
- [ ] What questions will you ask?
- [ ] When are the breaks?

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