



Post-Training Implementation Checklist: Turning Learning Into Action

Completing a training session is only the beginning. What happens in the days and weeks that follow determines whether your teams apply what they learned or revert to old habits. Use this checklist to drive follow-through, reinforce competence, and build the documented evidence trail that regulators expect.

Before training:

- ☐ Learning objectives written and tied to specific business outcomes
- ☐ Learner analysis completed (roles, modes, experience levels, compliance gaps)
- ☐ Compliance context confirmed (IATA, IMDG, ADR, RID—modes and editions)
- ☐ Training partner briefed on operational context, known gaps, and evidence requirements
- ☐ Assessment criteria defined in advance (what does "pass" look like for practical tasks?)
- ☐ Manager/supervisor briefed on their post-training role

During training:

- ☐ Mode-specific content confirmed as covered (function-specific, not just general awareness)

- ☐ Practical elements included and observed
- ☐ Knowledge assessments completed per module
- ☐ Practical assessments conducted with signed rubrics or checklists

Immediately after training:

- ☐ Certificates issued with scope clearly stated (learner, role, modes, assessment outcome)
- ☐ Job aids and quick-reference guides distributed (marks/labels checklists, documentation templates)
- ☐ Evidence package stored (test scores, checklists, photos, completed docs)
- ☐ Transfer commitments recorded from each learner

Week 1:

- ☐ Supervisor observation of one practical task per learner, signed off
- ☐ Peer review of at least one live consignment per team member

Week 2:

- ☐ Team huddle reviewing tricky scenarios or real shipment cases (10–15 min)
- ☐ Errors or near-misses documented and addressed

Day 30:

- ☐ Spot audit of three to five consignments
- ☐ Supervisor confirms competence in designated job functions (CBTA continuous assessment)
- ☐ Feedback documented for next training cycle

Ongoing:

- ☐ Recurrent training scheduled before certification window closes (IATA: 24 months; check ADR/RID/IMDG requirements for your operation)
- ☐ Training records retained per regulatory requirements (minimum 36 months)
- ☐ Current regulatory editions accessible to all DG employees