



# Corporate Training Checklist

For HR & L&D Teams

**A practical guide to  
plan workshops that  
actually create  
behaviour change**

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## Part 1 - Before You Book the Trainings

This is where most success or failure is decided.

### ✓ 1. Clarify the real problem (not just the topic)

“Communication training” is not a problem.

“Frequent client escalations due to unclear updates” is.

“Leadership training” is not a problem.

“New managers struggling to handle team conflicts” is.

Always define the issue in one sentence:

➡ What is happening today that should not be happening?

When the problem is clear, the training automatically becomes sharper.

### ✓ 2. Decide what behaviour should change

Knowledge is easy.

Behaviour change is hard.

Instead of asking:

“What should we teach?”

Ask:

“What should participants start doing differently from Monday?”

Examples:

- Give structured updates instead of vague emails
- Ask better questions in client meetings
- Handle objections calmly
- Provide constructive feedback

If behaviour is not defined, training becomes theory.

### ✓ 3. Identify the right audience

Mixed groups reduce effectiveness.

Senior managers, freshers, and team leads often have different realities.

Ask:

- Who actually faces this problem daily?
- Who really needs this training now?

Right people → better impact.

#### ✓ 4. Align with business goals

Training should not feel separate from work.

Connect it clearly:

- Reduce escalations
- Improve sales conversion
- Improve team coordination
- Increase ownership

When leadership sees this connection, training gets taken seriously.

## Part 2- While Designing the Workshop

This is where many sessions become “slide shows”.

Training should feel like practice, not a lecture.

### ✓ 5. Choose practical content over heavy theory

People forget theory quickly.

They remember situations.

Instead of:

Definitions and models

Prefer:

- real examples
- scenarios
- role-plays
- case discussions

If participants cannot see their daily work in the session, they mentally disconnect.

## ✓ 6. Plan interaction every 20–30 minutes

Long monologues kill attention.

After every concept, add:

- activity
- discussion
- pair work
- reflection

Learning happens when people speak and think, not just listen.

## ✓ 7. Use relatable business stories

In my sessions, I often use simple stories from real workplaces.

Because stories are easier to remember than slides.

When people say:

“Sir, this exactly happens in our team...”

That’s when learning sticks.

## ✓ 8. Avoid information overload

More content ≠ better training.

Too much content = confusion.

It's better to teach:

3–4 ideas deeply

than:

20 ideas superficially.

Depth creates change.



## Part 3- During the Training Day

Even good content can fail due to poor delivery conditions.

### ✓ 9. Create psychological safety

Participants should feel comfortable sharing real problems.

If they feel judged, they will stay silent.

And silent rooms rarely learn.

### ✓ 10. Encourage real examples from participants

Ask:

“What happens in your team?”

These real stories make the session more relevant than any slide.

### ✓ 11. Keep it practical and application-focused

Constantly connect learning to work:

- How will you apply this tomorrow?
- Where can this help immediately?

If application is missing, learning fades.

## Part 4- After the Training (Most ignored, most important)

This is where real results are created.

Unfortunately, most organisations stop here.

Training ends → everyone moves on.

And then we wonder why nothing changed.

### ✓ 12. Share simple action steps

Ask participants to write:

- 2–3 things they will apply immediately
- one situation where they will use it

Written commitments increase follow-through.

### ✓ 13. Involve managers

Managers should:

- review progress
- encourage new behaviours
- reinforce learning

Without manager support, behaviour slowly disappears.

## ✓ 14. Follow up after 30–45 days

A simple check-in helps:

- What worked?
- What didn't?
- What support is needed?

Instead of asking:

“How was the session?”

Ask:

“What changed after the session?”

That one question changes everything.

Because training is not about applause.

It is about outcomes.

## Closing Note

Corporate training does not have to be complicated.

It just needs to be intentional.

When planned thoughtfully, even a single workshop can create lasting impact.

If you ever need help planning or customizing a program for your team, feel free to reach out.


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### To plan a workshop for your team:

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