



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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