**TRAINING PROGRAM IMPLEMENTATION COMPLIANCE TOOL**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the Training Program :** | | | | | |  | | | |
| **Duration:** | **No of Days** | | **From** | | Click here to enter a date. | | **To** | Click here to enter a date. | |
| **Target Participants:** | | | |  | | | **Actual Number of Participants** | |  |
| **Proponent:** | |  | | | | | | | |

**Directions:** Assess the entire implementation of the training program by checking the compliance to L&D Standards of the Human Resource Development Division of DepED CALABARZON. Write N/A in the Remarks Column if the item is not applicable. If the standard is not complied, write the reason, comment or suggestion to meet the requirement for further improvement of the L&D program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard** | **Date Complied** | **Complied** | **Not Complied** | **Remarks** |
| **PRE-IMPLEMENTATION** | | | | |
| 1. **Needs Assessment** |  |  |  |  |
| 1. Learning and Development Plan |  | **☐** | **☐** |  |
| 1. Learning and Development Report |  | **☐** | **☐** |  |
| 1. **Planning** |  |  |  |  |
| 1. Training Proposal (HRDD checked) |  | **☐** | **☐** |  |
| * 1. Matrix |  | **☐** | **☐** |  |
| * 1. Training Design |  | **☐** | **☐** |  |
| * 1. Budget Estimates |  | **☐** | **☐** |  |
| 1. Approved Memo Terms of Reference |  | **☐** | **☐** |  |
| 1. Activity Request |  | **☐** | **☐** |  |
| 1. Pre-test and Post Test |  | **☐** | **☐** |  |
| 1. **Learning Resources** |  |  |  |  |
| 1. Session Guide |  | **☐** | **☐** |  |
| 1. Handouts |  | **☐** | **☐** |  |
| 1. Worksheets |  | **☐** | **☐** |  |
| 1. Slide Decks |  | **☐** | **☐** |  |
| 1. QATAME Tools |  | **☐** | **☐** |  |
| **Standard** | **Date Complied** | **Complied** | **Not Complied** | **Remarks** |
| **PRE-IMPLEMENTATION** | | | | |
| 1. Sufficient no. of Test Papers (Pre & Post) |  | **☐** | **☐** |  |
| 1. Training kits and other supplies |  | **☐** | **☐** |  |
| 1. logistics |  | **☐** | **☐** |  |
| **Standard** | **Date Complied** | **Complied** | **Not Complied** | **Remarks** |
| **IMPLEMENTATION** | | | | |
| 1. **Designing** |  |  |  |  |
| 1. Background, Rationale and Descriptions |  | **☐** | **☐** |  |
| 1. Learning Interventions |  | **☐** | **☐** |  |
| 1. Terminal Objectives |  | **☐** | **☐** |  |
| 1. Enabling Objectives |  | **☐** | **☐** |  |
| 1. Key Learning Points |  | **☐** | **☐** |  |
| 1. **Delivery** |  |  |  |  |
| 1. Registration of Pax, Learning Facilitators, Program Management Team (PMT) and QAME Lead Monitor/s |  | **☐** | **☐** |  |
| 1. Attendance Sheets (Completed) |  | **☐** | **☐** |  |
| 1. Flow of Activities |  | **☐** | **☐** |  |
| **POST IMPLEMENTATION** | | | | |
| 1. **Monitoring and Controlling** |  |  |  |  |
| 1. QATAME Results |  | **☐** | **☐** |  |
| 1. Process Observation Report |  | **☐** | **☐** |  |
| 1. Debriefing Report |  | **☐** | **☐** |  |
| 1. **Evaluation** |  |  |  |  |
| 1. Learning (Results of Pre-Test and Post Test) |  | **☐** | **☐** |  |
| 1. Financial Obligations Settlement |  | **☐** | **☐** |  |
| 1. Analysis of Overall QATAME Result |  | **☐** | **☐** |  |
| 1. Completion Report |  | **☐** | **☐** |  |
| 1. Inventory of Training Materials |  |  |  |  |

Prepared by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Signature of Program PMT Lead: | | |  |
| Date: | Click here to enter a date. |  | |

Attested by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Signature of Program Focal Person: | |  | |
| Date: | Click here to enter a date. | |  | |