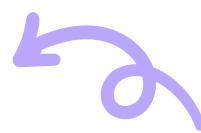


Strategic Learning Journey Development

checklist


[Download](#)


Get the **ready-to-use** checklist here!

#1 Goal setting & success metrics

Set your AI learning journey up for success. Define WHY you are doing it.

- ☐ What are the C-Level goals this learning journey is contributing to?
- ☐ What would need to go on a management slide to report the success of this journey? (e.g. KPIs, goals achieved..)
- ☐ What behavior of learners do you want to influence and why?

#2 Learning Journey topic

Deep dive on the topic. What is it you actually want people to learn about?

- ☐ What is the topic of the learning content?
- ☐ How can you find subject matter experts for the topic?
- ☐ How often will the content need an update?

#3 Target Group

To create a good learning journey you always need to think from the learners first.

- ☐ Who are the learners? Are there different groups of learners? How are they different?
- ☐ What is their background?
- ☐ How motivated will they be to do this training?
- ☐ How many learners do we want to train?
- ☐ How comfortable are they with any sort of technology?
- ☐ When exactly and how often do they need to be trained?
- ☐ Where are they physically located? Can the learners travel?
- ☐ Do they have access to electronic devices (e.g. computer, phone)
- ☐ What kind of support do they currently have in their job?

#4 Conditions

Consider the timing of the project and budget as well as technical requirements

- ☐ What technologies are available to support the learning? (e.g. Learner's Devices, Social Platform, LMS)
- ☐ What is our Budget?
- ☐ When do we need to go live?
- ☐ What authoring tools are already available to edit and update the content?
- ☐ Which Learning Management System do we use?
- ☐ What resources do we already have inhouse to design & deliver the training ?



#5 Journey Details

Ensure your learning journey starts off on the right foot by setting a realistic pace and considering any constraints.

- ☐ What's the desired pace for completing the learning units?
- ☐ When can we realistically kick off the Learning Journey?
- ☐ What are the key time constraints we need to factor in (e.g. end of quarter, company vacations, vacation time, national holidays...)?



#6 Stakeholders

Engage key players from the get-go to ensure smooth sailing and keep everyone motivated.

- ☐ In which ways are our learning managers participating or being kept in the loop?
- ☐ Recommended: Learning Journey Responsible, L&D responsible, IT responsible, Subject Matter expert (e.g. member of CoE)



#7 Tools & Technologies

Don't let tech hurdles slow you down! Identify your contact people and ensure learners have access to necessary software.

- ☐ Who is the contact person for license/tool questions?
- ☐ What are our considerations regarding the recording of live sessions?
- ☐ (Optional) Which software can we recommend our learners to practice new skills?
- ☐ How are we facilitating learners' access to necessary tools and ensuring proper licensing?
- ☐ What guidelines are we establishing with the newly acquired skills (i.e. tech policy, privacy policy)?



#8 Communication & Learning Transfer

How will you drive engagement and ensure that the knowledge sediments once the learning is done? Are there any internal communities you can leverage?

- ☐ What strategies are we adopting to effectively promote the learning journeys?
- ☐ Who do we appoint to manage access to the Learning Platform?
- ☐ In what ways do we intend to capture and retain knowledge within our company?
- ☐ Which internal processes could be enhanced through the Learning Journey?
- ☐ Can learners tap into an internal community for further engagement?



#9 Reporting

Track progress effectively by deciding on what to report and who needs the numbers. Don't forget to consider other key issues like data protection and IT security.

- ☐ Do we see a need for tracking attendance in live sessions?
- ☐ Who holds a stake in the Learning Journey's success?
- ☐ What are our requirements for Data Protection and IT Security?



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