

## APS Training Preparation and Milestone Checklist

Use the checklist to ensure your institution is prepared for APS trainings.

### Make sure the following exist at your institution:

BEFORE  
TRAINING

- Clear university goals and expectations for APS platform use
- Defined user training milestones: pre-training activities, training topics based on user role and planning process being used
- Defined training session outline for user role being trained
- Overall roll-out and training timeline
- Training effectiveness assessment mechanism to collect user feedback
- Verify with APS Strategic Leader that all APS Users have access to platform
- Send confirmation of access and pre-learning activities to complete in the APS platform in advance of training activities, if applicable

### When planning training, consider the following:

- Define training dates, locations, attendees
- Communicate with users about training times, coordinate attendance tracking
- Confirm users have access to the site
- Send confirmation of access and pre-learning activities to complete in the APS platform in advance of training activities, if applicable

DURING  
TRAINING

- Utilize training session outline to ensure that you thoughtfully cover all of the relevant analyses in the platform for each session
- Share university goals and expectations for APS platform use
- Share resources outlining where users can go with questions about the APS platform, data methodology, training support, and technical questions
- Share training assessment to ensure effectiveness

AFTER  
TRAINING

- Create opportunities for users to follow up to discuss questions, collect feedback, share updates with Training Team
- Review training assessment feedback and continue to review and improve training resources and approach based on feedback
- Communicate regularly with APS Strategic Leader and your institution's Executive Team about adoption, utilization, and ongoing user needs



**Make a Training Plan!**  
Work with your APS  
Strategic Leader