

## Organization Education Evaluation

Please send completed form to [info@omgdistancelearning.com](mailto:info@omgdistancelearning.com).

1. Who is your audience and what are their characteristics?

2. What is the point/purpose of the training?

3. Is there a behavior you are trying to change?

4. Will the training or education fulfill continuing education or licensing credits? If so, who is responsible for obtaining those credits?

5. Are there government regulatory requirements? If yes, please explain.

6. Will the audience purchase the training or is it being funded by other means?

7. Is there a budget for the training development? If so, approximately how much?

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8. Must you make a profit on the training program?

9. What types of delivery options are you looking to provide: classroom, distance learning, or both?

10. Does your organization currently offer any training or education programs? If yes, please provide examples.

11. Are there SME's (Subject Matter Experts) available within the organization to help with training content development?

12. Who in your organization will participate in the decision making for developing and implementing training or education programs and how will they participate?

13. Who will review the training development and at what stages?

14. What is your timeline for rolling out the training?