

Training Completion Calculation Worksheet

Target Completion Date Range

From Date: _____

To Date: _____

1. Number of Courses Due and Complete:

Training Group Activity Report, based on Target Completion Date, training complete.

2. Number of Courses Due and Not Started or In Progress

Training Group Activity Report, based on Target Completion Date, training Not Started/In Progress.

3. Total Courses Due (Add 1 and 2)

Training Completion Rate (1 divided by 3 X 100%)

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What does this mean?

80% or better → Good job! A little investment in follow-up with those who haven't completed courses should get you close to 100%.

60% to 80% → There is room for improvement in your training ROI. Start a monthly follow-up program with learners who haven't completed their training by the due dates and your completion rate will improve.

Less than 60% → Your organization is missing out on the benefits of a better trained workforce. Take a closer look at what the data is telling you. Are some departments performing better than others? Do some courses get completed more often than others? Are people starting the training and not finishing it or are most of the incomplete courses not started?