

# Training Vendor Checklist

Vendor 1:

Vendor 2:

Vendor 3:

	Checklist		
	Vendor 1	Vendor 2	Vendor 3
<b>Things to look for:</b>			
Length of time in the training provider space			
Reputation and client references		-	
Number of training courses offered			
Variety of training courses offered			
Courses are verified as CEUs (Continuing Education Units)		-	
Participation in the professional development/education industry			
Experience in a specific industry			
Experience working with comparable-sized companies		-	
Ensures training is transferrable to the workplace			
Offers blended-learning approaches			
Measures their training ROI		-	
Number of trainers on staff			
Trainers have real-world experience			
Trainers are qualified and hold certifications			
Percentage of full-time trainers versus contractors			
Staff turnover rate			
Total cost and what is included with purchase			
Cancellation policy			
Able to observe upcoming training course			
Policy for unsatisfied customers			



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