Requirements for Tutors to Companies

Category: requirements | Required: Yes

Expectations for corporate training: alignment, reporting, and impact.

Field	Value/Notes
Objectives	Enter SMART objectives
Resources	List links/files
Assessment	Quiz/Observation/Assignment
Follow■up	Homework/Next steps

Alignment & Design

• Tie learning outcomes to business goals and KPIs.

• Co■design agendas with stakeholders; confirm audience profile.

• Include practice aligned to real workflows.

Delivery & Professionalism

• Clear timings, breaks, accessibility considerations.

• Manage discussions; capture actions and parking■lot items.

• Provide job aids and post■session resources.

Reporting & Compliance

• Attendance and completion records to [Insert system].

• Evaluation plan (Kirkpatrick L1–L3).

• Note any regulatory requirements (e.g., safety, data, sector■specific).

Corporate Session Template

Topic: _____ Duration: _____

Audience: _____ Objectives: _____

Activities: _____

Evaluation: _____

Next actions/owner/date: _____