# Requirements for Tutors to Companies

Category: requirements | Required: Yes

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

|  |  |
| --- | --- |
| Field | Value/Notes |
| Objectives |  |
| Resources |  |
| Assessment |  |
| Follow‑up |  |

## 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_