

Training Transformation

Readiness Assessment Checklist



Where does your organization stand on the path to training transformation? Answer yes or no to each question below. Check the box for every clear “yes,” then total your checkmarks against the Score Key at the bottom.

GOVERNANCE

- ☐ **Q1.** Have you identified an executive sponsor who owns training as a strategic priority?
- ☐ **Q2.** Do you have a governance process that ties training to EHR upgrade cycles and your broader project roadmap?

CONTENT & METRICS

- ☐ **Q3.** Have you established baseline metrics for your training program?
- ☐ **Q4.** Do you have assigned content ownership by app, role, specialty, or workflow, with a defined review cycle?

INFRASTRUCTURE

- ☐ **Q5.** Is there a formalized super user program in place, with super users active across key clinical departments?
- ☐ **Q6.** Do you have a centralized content repository accessible to every user, including Community Connect, for all learning resources across applications, not just the EHR?

DELIVERY & MEASUREMENT

- ☐ **Q7.** Do you have a measurement plan and access to analytics that tracks metrics like workflow or feature adoption?
- ☐ **Q8.** Do you track clinician satisfaction with training as an ongoing metric, not just a one-time survey?
- ☐ **Q9.** Is your organization delivering just-in-time learning so users get support the moment they don't know how to use a feature or what to do next?

PERSONALIZATION

- ☐ **Q10.** Is training content differentiated by role, specialty, and experience level, rather than one-size-fits-all?
- ☐ **Q11.** Do you use pre-assessments, so experienced users can skip content they've already mastered?

STRATEGIC COMMUNICATION

- ☐ **Q12.** Do you run structured change communication campaigns using targeted messaging and in-workflow prompts when rolling out new features or workflow changes?



Q13. Does your education team report measurable outcomes, not just training activity, directly to clinical or executive leadership?

0-3

Ready to Build

Your biggest opportunity starts here.

4-11

Ready to Scale

You're building real momentum.

11-13

Ready to Lead

You're ahead. [Here's how](#) to stay there.

Wherever you landed, the full playbook has your next steps.

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