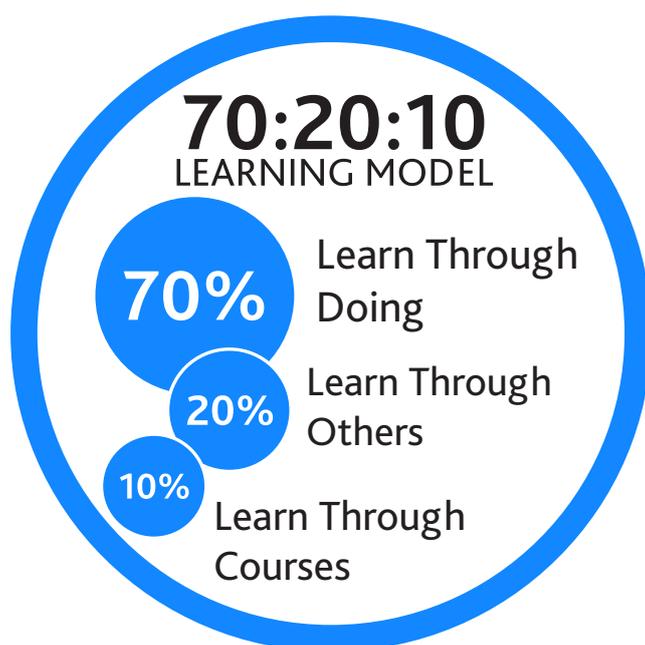




70-20-10 Implementation Checklist

**Getting Buy-In To & Implementing
The 70-20-10 Framework**



Introduction

Are you looking to implement the **70:20:10** learning framework?

Or maybe you might have started to implement it and are not making the progress that you want?

Either way, you need to ensure there is proper **buy-in** into the model upfront and that you have the right resources to make it a success – and then you need to implement it!

This checklist will guide you through the key considerations that we have come across when organisations have successfully made the 70-20-10 framework a reality.

From the business case for 70-20-10 through to the risks and project planning of it, there are a number of factors you need to think through.

70:20:10 is different.

Your peers and senior management team have probably been used to courses so you need to plan out any implementation thoroughly.

What follows are a series of questions to work through. Be as honest as you can and make sure you have covered them off in your implementation.

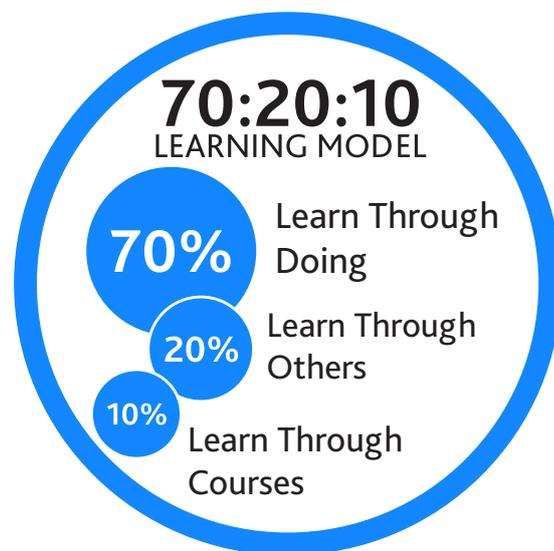
Thanks again



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70-20-10 Implementation Checklist



The Business Case – Why Change?

Challenging The Status Quo

Why change what you are currently doing?

Have you measured the effectiveness of current learning and development activities?

Is what you are currently doing working? What's the evidence? Why do you need to change?

What if you do nothing? Are there any costs or implications of this?

Organisational Objectives

How will 70:20:10 support your overall business objectives?

Where does it fit in?

Business strategy? Business plan? People strategy? L&D strategy?

Stakeholder Management

Who do you need to get on-board?

Who will be your champions within the business?

Who will potentially put up barriers?

Have you won over your stakeholders and addressed "What's in it for them?" in terms of the benefits that 70-20-10 will bring to them/their departments



70-20-10 Implementation Checklist



Implementing 70:20:10

Big Bang or Stepped Change?

Are you planning a staged approach with certain departments/business areas or are you looking to implement 70:20:10 in one go across the business?

Software & Tech Requirements

What resources will help to support the model? e.g Online learning resources, Learning Management System, HR System, Mobile learning etc

What are the key technological enablers to make it a success both internally and externally?



ROI

What's The Pay Off?

What will the ROI be?

What's the pay off and benefits for the company and specific groups/departments?

How can you quantify this? What are the cost savings? Productivity gains?

Paint a picture of how it will look in the future and what everyone can expect.

Impacts

What will need to change in order to make 70-20-10 a reality?

Will there be any impacts on IT systems?

Performance management process?

L&D opportunities and available courses – what will the new process be?

How are records kept? How do you measure success?



70-20-10 Implementation Checklist



Planning

Resources & Timescales

What resources do you need to make this happen and what timescales are you working to?

What resource is required initially and in the set up and any on-going resources to make it happen?

Will current resources be involved now and in the future and will resource requirements diminish?

Project Plan

Do you have a project plan in place detailing key tasks, milestones and resources?

Have you identified any risks and dependencies? Have you created a risk mitigation plan?



70-20-10 Implementation Checklist



Financials

Profit & Loss

- What will the cost savings be over time?
- Will there be any increases in costs to begin with?
- Reductions in head count?
- Increases in sales?
- Time savings?
- Leavers?
- Increase in speed of learning?
- Fewer face to face days?
- Less dependence on external providers?

Is It Aligned?

Is there a clear link between implementing 70:20:10 and the impact and contribution it will have towards your overall organisational strategy and the financial justification of it?





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