

6DS APPLICATION SCORECARD

Use this tool to evaluate the readiness of a program to deliver results and identify strengths on which to build as well as opportunities for improvement. For each item, check the box that best describes the program using the following key:

- 0 = Not at all
- 1 = To a small extent
- 2 = Somewhat
- 3 = To a large extent
- 4 = To a very great extent

		0	1	2	3	4
Define	1. The business needs are well understood. Anticipated on-the-job results of the training are clearly defined and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Course objectives are communicated to participants and managers in terms of expected business impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	3. The pre-instruction preparation phase is an integral part of the design. Meetings with managers are facilitated. Pre-work is fully utilized during exercises and instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. The training is considered complete only when there is evidence of successful transfer and application on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliver	5. The cognitive load of the program is manageable; there is sufficient time for practice with feedback for participants to develop proficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Each topic and exercise has a clear "line of sight" to required behaviors and business results. Participants' perceptions of the program's utility and relevance are monitored and acted upon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6DS APPLICATION SCORECARD (Continued)

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Drive	7. After the program, participants are periodically reminded of their learning in ways that encourage reflection, retention, and application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Participants' managers are actively engaged during the post-training period. They monitor and actively support application on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deploy	9. Performance support is an integral part of the design. Participants are provided job aids, expert help, coaching, and other support as needed to facilitate transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Participants continue to learn from each other after the program. Peer coaching and sharing of best practices are facilitated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document	11. On-the-job actions and results are evaluated based on the business outcomes agreed to by the sponsor prior to the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Information to support continuous improvement of the preparation, instruction, and learning transfer is actively solicited, analyzed, and acted upon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>