



Learning & Development (L&D) Roadmap Checklist 2026

Needs Assessment & Skill Gap Analysis

Identify critical skill gaps within the organization by evaluating current employee competencies against 2026 business objectives and future industry requirements.

Current Skill Gap Summary

Write something...

Targeted Departments

- ☐ Sales
- ☐ Engineering
- ☐ Marketing
- ☐ Operations
- ☐ Human Resources
- ☐ Customer Support

Assessment Method Used

- ☐ Performance Reviews
- ☐ Manager Surveys
- ☐ Competency Assessments
- ☐ Employee Self-Assessments
- ☐ Skills Testing/Certification Audit

Assessment Completion Date

Enter date...

Raw Assessment Data

 Upload File

Learning Objectives & KPI Definition

Establish clear, measurable learning outcomes and define key performance indicators (KPIs) to evaluate the impact of training on organizational productivity.

Primary Learning Objective

Write something...

Detailed Competency Requirements

Write something...

Target Skill Level

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced
- ☐ Expert

Target Completion Rate (%)

Enter a number...

KPI Review Deadline

Enter date...

Measurement Methods

- ☐ Post-Training Assessment
- ☐ Manager Observation
- ☐ Practical Demonstration
- ☐ Self-Assessment
- ☐ Customer/Client Feedback

Budgeting & Resource Allocation

Determine the total L&D budget for 2026, including costs for external trainers, software subscriptions, LMS maintenance, and physical learning materials.

Total Annual L&D Budget Allocation

Enter a number...

Primary Budget Source

- ☐ Departmental Training Fund
- ☐ Corporate Training Budget
- ☐ Grant/External Funding
- ☐ Discretionary HR Funds

Resource Allocation Categories

- ☐ External Training Providers
- ☐ LMS Software Licenses
- ☐ Internal Content Creation
- ☐ Travel & Seminar Expenses
- ☐ Certifications & Accreditation

Detailed Budget Breakdown Spreadsheet

 **Upload File**

Budget Justification & Risk Contingency

Write something...

Curriculum & Content Development

Curate or create instructional content, including e-learning modules, workshops, micro-learning assets, and technical skill workshops.

Course Title

Write something...

Learning Objectives Summary

Write something...

Content Format

- ☐ Video Tutorial
- ☐ E-learning Module
- ☐ PDF Guide/Manual
- ☐ Interactive Quiz
- ☐ Live Workshop

Curriculum Syllabus/Outline

 Upload File

Content Completion Deadline

Enter date...

LMS & Technology Integration

Ensure the Learning Management System (LMS) is configured with updated course paths, mobile accessibility, and automated tracking features for 2026 workflows.

Primary LMS Platform

- ☐ Cornerstone OnDemand
- ☐ Docebo
- ☐ SAP Litmos
- ☐ TalentLMS
- ☐ Other

Required Integration Features

- ☐ Single Sign-On (SSO)
- ☐ Automated Reporting
- ☐ Mobile App Compatibility
- ☐ SCORM/xAPI Compliance
- ☐ HRIS Sync

LMS Configuration Completion Deadline

Enter date...

LMS Integration Technical Documentation

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User Access Provisioning Notes

Write something...

Delivery Method & Scheduling

Define the rollout strategy across various formats such as synchronous instructor-led training (ILT), asynchronous digital learning, and on-the-job

mentoring.

Primary Delivery Format

- ☐ Instructor-Led Training (ILT)
- ☐ E-Learning (Asynchronous)
- ☐ On-the-Job Training (OJT)
- ☐ Blended Learning
- ☐ Webinar / Virtual Classroom

Training Mediums

- ☐ Video Modules
- ☐ Interactive Workshops
- ☐ Reading Materials/PDFs
- ☐ Podcasts/Audio
- ☐ Hands-on Simulations

Program Start Date

Enter date...

Program Completion Deadline

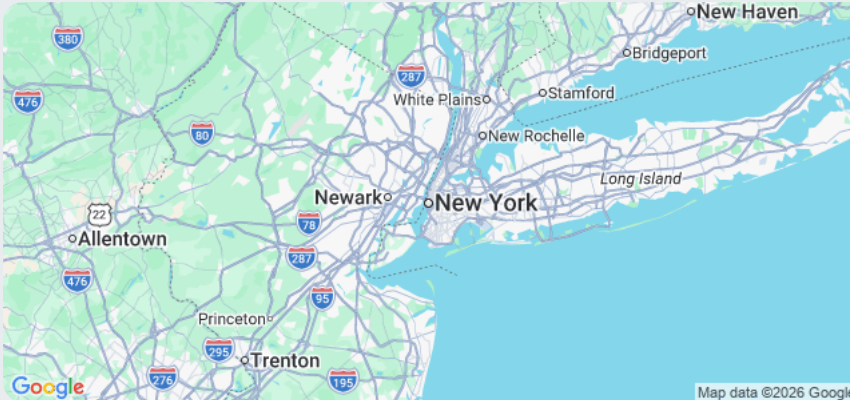
Enter date...

Scheduled Session Time

Enter time...

Training Venue or Digital Link

 [Set My Current Location](#)



Detailed Delivery Instructions

Write something...

Stakeholder Engagement & Communication

Execute a communication plan to announce upcoming training programs to managers and employees to drive enrollment and participation.

Internal Communication Lead

Write something...

Target Audience Groups

- ☐ Executive Leadership
- ☐ Department Managers
- ☐ All Employees
- ☐ New Hires
- ☐ External Partners

Announcement Launch Date

Enter date...

Communication Channel

- ☐ Email Newsletter
- ☐ Company Intranet
- ☐ Town Hall Meeting
- ☐ Slack/Microsoft Teams

Communication Plan Document

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Key Messaging Summary

Write something...

Implementation & Rollout Execution

Launch the training programs according to the 2026 roadmap timeline, ensuring all-access permissions are granted to relevant user groups.

Training Launch Date

Enter date...

Deployment Channel

- ☐ E-learning Platform
- ☐ In-Person Workshop
- ☐ Webinar/Virtual Session
- ☐ Mobile Learning App

Targeted Departments

- ☐ Sales
- ☐ Engineering
- ☐ Marketing
- ☐ Operations
- ☐ Human Resources

Training Rollout Announcement Email/Document

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Deployment Instructions Summary

Write something...

Program Manager Approval

Post-Training Evaluation & Impact Assessment

Apply the Kirkpatrick Model to evaluate reaction, learning, behavior, and results to measure the long-term ROI of the L&D initiatives.

Evaluation Completion Date

Average Training Satisfaction Score (1-10)

Key Competencies Improved

- ☐ Technical Skills
- ☐ Soft Skills
- ☐ Leadership/Management
- ☐ Compliance/Regulatory
- ☐ Software/Tool Proficiency

Analysis of Skill Gap Reduction

Write something...

Post-Training Assessment Reports

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L&D Manager Verification

Continuous Improvement & Roadmap Iteration

Review feedback loops and performance data to refine training modules and update the L&D strategy for the remainder of the fiscal year.

L&D Program Feedback Summary

Write something...

Identified Areas for Improvement

- ☐ Course Content Accuracy
- ☐ Platform Usability (LMS)
- ☐ Instructor Effectiveness
- ☐ Training Duration/Pacing
- ☐ Accessibility/Inclusivity

Next Roadmap Review Date

Enter date...

Updated L&D Roadmap Document

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L&D Director Approval

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🏆 Finish

 Generate Sample Report