

30/60/90 Day Adoption Checklist

Benchmark Your First 90 Days

There's no one-size-fits-all approach to deploying training, especially in organizations with large and diverse learner populations. Your approach should reflect your people, priorities, and circumstances.

But successful training rollouts often have one thing in common: clear milestones for measuring progress and building momentum.

We created this 30/60/90 Day Adoption Checklist to help L&D teams benchmark their progress at three key points in their training rollout — and identify where there may be opportunities to strengthen adoption along the way.

At each milestone, review the checklist, assess what's on track, and identify where further action may be needed.

On track? Keep building on what's working and set your sights on the next milestone.

Falling behind? Use it as an opportunity to pause, understand what's getting in the way, and reset your targets.

The goal isn't to follow a perfect formula. It's to create a structured approach that helps your training gain momentum, stay relevant, and deliver lasting value.

How to use this checklist

Follow the checklists to review your training rollout at each 30, 60, and 90-day milestone, track your progress, and identify where you may need to take action to strengthen adoption and long-term impact.



Day 30 Prepare & Polish

Fine-tune the training before full rollout. Test with a small group, align success metrics from the start, prepare facilitators, and establish clear ownership and support processes so the training is ready to deliver effectively.



Day 60 Refine & Reinforce

Build momentum and respond to what you're learning. Encourage learner engagement, make quick adjustments based on real-world feedback, and check in with stakeholders to understand what's working and where improvements are needed.



Day 90 Measure & Momentum

Review performance and plan what comes next. Use the data and feedback gathered over the first three months to assess what's working, identify areas for improvement, and decide whether to refine, expand, or rethink the training program.

Day 30 Checklist

Prepare & Polish

Use this checklist to make sure your training is ready for a successful rollout. Focus on testing the learner experience, aligning your measures of success, preparing facilitators, and putting the right support processes in place.



Testing and Trailing

- ☐ Test the training experience with a small cohort before wider rollout.
- ☐ Gather feedback from testers on the learner experience, content, and accessibility.
- ☐ Identify and prioritize any changes needed before full deployment.



Aligning Metrics

- ☐ Agree on the key behaviors, skills, or outcomes the training is designed to influence.
- ☐ Define the metrics that will be used to measure progress and success.
- ☐ Align with key stakeholders on what success should look like.



Preparation and Training the Trainers

- ☐ Identify key project stakeholders and establish clear ownership of the training program.
- ☐ Prepare facilitators and other relevant teams to confidently deliver and support the program.
- ☐ Establish clear processes for questions, troubleshooting, and ongoing support.

Day 60 Checklist

Refine & Reinforce

Use this checklist to build momentum and strengthen your training as it rolls out. Focus on encouraging learner engagement, responding to feedback, and making the improvements needed to keep the experience relevant and effective.



Build Learner Excitement

- ☐ Create opportunities to generate interest in the training through workshops, demos, or other engaging activities.
- ☐ Identify and encourage learner or manager champions who can promote the training to their peers.
- ☐ Monitor learner engagement and look for opportunities to increase participation.



Tweak Where Necessary

- ☐ Gather feedback from learners, facilitators, and administrators about the live training experience.
- ☐ Identify and prioritize any changes needed to improve the learner experience or training effectiveness.
- ☐ Implement agreed changes to content, learning pathways, delivery, or other elements of the program.



Check-in With Stakeholders

- ☐ Speak with a selection of learners to understand how they are experiencing and using the training.
- ☐ Check in with facilitators and managers to review engagement, progress, and any challenges.
- ☐ Share early progress and insights with key stakeholders and identify any areas requiring further attention.

Day 90 Checklist

Measure & Momentum

Use this checklist to assess your progress and plan your next steps. Review performance data and feedback, identify what's working and what could improve, and decide whether to refine, expand, or rethink your approach.



Hone in on Performance

- ☐ Gather and review learner performance data against the metrics agreed at the start of the rollout.
- ☐ Create a clear visual summary of progress and key findings to share with stakeholders.
- ☐ Schedule a review with key stakeholders to discuss results, feedback, and areas for improvement.



Assess Deployment Progress

- ☐ Identify what has worked well and the factors that have contributed to successful adoption.
- ☐ Identify any barriers, gaps, or areas of the training experience that need improvement.
- ☐ Use learner and stakeholder feedback to inform changes to future iterations of the program.



Evaluate Next Steps

- ☐ Decide whether to continue, refine, or expand the training program based on the results.
- ☐ Identify opportunities to introduce the training to new cohorts, teams, or use cases where appropriate.
- ☐ Agree on clear next steps to maintain momentum and continue building adoption.



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for more ways
to support your
training initiative?**

**Have you found this
checklist helpful?**

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