



If it's possible meet with the business consultant, business trainer or business coach you're considering hiring and personally evaluate him or her?

Look for the following in your face-to-face meeting:

- Is he or she organised?
- Does he or she act in a professional manner?
- Does he or she have course outlines or materials to share with you or are they able to suggest a course design or session goals for your specific needs that seems reasonable?
- Does he or she present a clear learning plan and answer your questions about the learning situation, style, and delivery to your satisfaction?
- Does the learning plan include evaluation?
- Do you find the business trainer, business consultant or business coach personable and knowledgeable?
- If you have staff that will be trained, do you think they will enjoy learning from this person?

You obviously can't meet with someone who's providing online instruction or coaching from a remote location, but you can still at least question him or her about his approach to the business training and form an impression of how organized and personable he or she is.