



10 minute scorecard + fix priority

Training Drift Mini Audit

In 10 minutes, you'll know where drift is happening and what to fix first.

Preview Boundary: This post shows Pages 1–2 only. Pages 3–4 unlock the action plan, tracker, and scripts inside the Resource Subscription.

How To Use

- Score each row green, yellow, or red
- Use the Pick your first fix rules
- Write your first fix, assign owner + due date
- Retest in 14 days and log evidence

What you unlock

- Fix Priority action plan, retest tracker, and ready-to-send scripts
- Full library, new drops every Friday

Mini Audit Scorecard: Find drift in 10 minutes

Circle one color per row, then choose your first fix

Your first fix this week: _____ Owner: _____ Due: _____

Start here: ☐ Source of truth
☐ Pathways
☐ Proof

Pick your first fix: Green, keep cadence. Yellow, standardize + assign owner. Red, fix priority + due dates.

☐ If artifacts are Red	Fix #1, One source of truth
☐ If steps vary by trainer/site	Fix #2, Role based pathways
☐ If proof is Red	Fix #3 is mandatory

Circle one color per row, then write your first fix in the strip above.

AREA	GREEN	YELLOW	RED	YOUR STATS
Onboarding steps	Same steps every time	Minor variations	Different steps by trainer	
Artifacts	All current, labeled	Some missing, outdated	Mostly missing, outdated	Yellow
Proof of completion	Pull in 30 seconds	Takes 5 to 10 minutes	Can't produce reliably	
Updates	Update once, everyone gets it	Some teams lag behind	Updates spread by word of mouth	
Ownership	Named owner, cadence	Shared ownership	No owner, no cadence	

Fix Priority Action Plan

Block A: Fix #1–#3, do these first

AREA	Fix #	First hour actions	Evidence after	Owner	Due Status
Artifacts	1	Create Proof Pack folder, move current files, archive old versions	Folder exists + artifacts labeled v1		NS ☐ IP ☐ DONE ☐
Onboarding steps	2	Write one canonical SOP, add role checklist, stop ad hoc training	SOP + checklist published		NS ☐ IP ☐ DONE ☐
Proof of completion	3	Create one completion report source of truth, define where it lives	Report link saved + sample export		NS ☐ IP ☐ DONE ☐

Block B: Fix #4–#5, lock it in

AREA	Fix #	First hour actions	Evidence after	Owner	Due Status
Updates	4	Add change control note	Change note + naming rule		NS ☐ IP ☐ DONE ☐
Ownership	5	Assign owners, set monthly map			NS ☐ IP ☐ DONE ☐

14 Day Retest Tracker

Leader Cue: Run a 10-minute weekly check. If you can't link evidence, it's not fixed yet.

Baseline date: _____

Retest date: _____

Saved in: _____

Date	Area Improved	What Changed	Owner	Evidence Link

Change Control Toolkit

What to send today: choose one process, send this note, and ask for proof by EOD.

Send this message

Subject: Process update, [Process] is now v2 (effective today)

Message: We updated [Process] to v2 so everyone uses the same steps.

Action: Proof Pack → SOPs and Job Aids → use the v2 file.

Proof: Reply with completion screenshot or attestation by [Time].

Then lock it in

File naming: SOP_[Process]_v2_YYYYMMDD

Where it lives: Proof Pack → SOPs and Job Aids

Escalation: If 3+ people hit the same step, update the SOP within 24 hours.

Rule: If you can't link evidence, it's not fixed yet.