

Training Plan

▼ 1. Overview

▼ a. Title

i.

▼ b. Instructor

i.

▼ c. Describe the purpose of this training

i.

▼ d. Describe the scope of this training

i.

▼ e. Describe the target audience

i.

▼ f. List any audience prerequisites

i.

▼ 2. Objectives

▼ a. In this training the student will

i.

▼ 3. Requirements

▼ a. Personnel involved in preparing for this training

i.

▼ b. The training environment (classroom, web-based, etc)

i.

▼ c. The following materials will be needed

i.

▼ d. The following equipment will be needed

i.

▼ e. The training duration and schedule

i.

▼ 4. Evaluation

▼ a. Discuss how this training will be evaluated

i.

▼ 5. References

▼ a. List any references used in preparing this training plan

i.

▼ 6. Notes

▼ a. List any additional notes

i.