# Training Plan

*Name of Initiative Here*

*This template will help you to develop a training plan for new initiatives which identifies what new skills are required in the new design.*

*Training helps people to acquire the necessary skills to do a job or task, and requires awareness of the audience, the desired outcome, and consideration of how people learn. There are specialist skills in training, and where the change is significant, it will be important to work with a Learning & Development specialist in the implementation of this plan.*

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| **Outcome** | |
| *Include a broad aim for the training – this should be broad and simple. For example, “At the end of the training, participants will be able to use the new Customer Service Database within their roles”.*  *Use the following Training Plan table to complete the detailed training outcomes.* | |
| **Adult Learning Principles**  *Use this check list to ensure that the training will engage the learners.* | |
| **Students know why they should learn.** | *Include reasons for training – advantages, and consequences.* |
| **Students know learning outcomes.** | *Include learning objectives.* |
| **Engage the senses** | *Include strategies for observation, practice, discussion, feedback.* |
| **Training Process** | *Consider using the process ‘Explanation, Demonstration, Practice, Assessment’.*  *Include broad skill components, and how these can be broken down for ease of learning.* |
| **Assessment** | *Include key assessment strategies to measure when students have achieved the learning outcomes.* |
| **Follow Up Strategy** | *Include strategies and time frames, to follow up the application of skills on the job* |

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| **Budget** |
| *Include here budget details. How much is budgeted? Estimated costs of developing and then delivering the training plan. Include engaging L&D Specialists, cost of delivery, including facilities, travel, materials.* |

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| Training Plan  [Project Name Here] | | | | |
| Training Objective  Desired Outcome | Audience  Who requires this training | Timing  When should this happen | Training design  Key messages for training design | Follow Up Strategy  How will we assess skills? |
| *Describe the skills required. This should be described in terms of observable verbs – describe, state, explain, create, complete (a form), demonstrate etc.*  *At the end of this training, participants will be able to:* | *Include here details of who the training is for. What can you safely assume as prior knowledge and skills? What barriers to learning may there be within this group?* | *Include important dates. Training should be immediately prior to implementation.*  *Include here:*   * *When the training will take place* * *when the system will go live.* * *How long the training will take,* * *Follow up dates* | *Include outline of training – main headings for each session, activity, and approx. timing. Also list any resources required: diagrams, internet access, data projectors, tools, sample material, handouts.* |  |
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