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Training Plan

Training design can be easy to get wrong. Designing and producing an effective training session can be a really difficult task. Not only do you have to make sure the knowledge/skill/attitude you are training is factually correct but you also have to present it in a form which is easily digested by your learners.

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Different training programs address varying needs, budgets and desirable outcomes. Here's an overview of training program types to help you choose the most suitable one. Internal vs. Outsourced. Decide whether you want to design internal training programs, or hire a professional company to help train your employees.

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__ Story __ Examples __ Practice activity __ Other:____ Logistics (Delivery and who is responsible) How will pre-work ...

Sample Training Plans and Templates As organizations change

their structure more and more managers are being asked to develop training plans. With many of these organizations not having a centralised training function or resource this is leading to a plethora of formats of training plans in organizations and sectors.

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Here is a sample outline that consists of the key information required to prepare an Instructional Design Document. We can use any template or format that best caters to the requirement.

1. Project Context. Provide a short background to the course and its end objectives:

An Outline For Creating An Instructional Design Document

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A training development plan is a document containing all the various aspects of a training program in detail. In short, it provides a kind of guideline to help the trainees get an idea of what to expect from the initiative.

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This template section may include the purpose of the training and goals the training was designed to accomplish. This training plan, developed by Ace Consulting, is designed to outline the objectives, requirements, strategy, and methodology to be used when providing Ace Agile Training.

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[This document is a template of a Training Plan document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

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- Purpose of the course
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- Audience description
- Delivery method(s)
- What to train
- High level outline
- Detailed lesson outlines
- Objectives of each lesson
- Assessments/exercises for each task

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That document also provides a Framework to Design Your Training Plan that you can use to document the various aspects of your plan. Design Your Learning Objectives Learning objectives specify the new knowledge, skills and abilities that a learner should accomplish from undertaking a learning experience, such as a course, webinar, self-study or group activity.

Designing Training Plans and Learning Objectives

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Download the free training plan template here: Right click and 'save as' Fill in the key details about the training session such as the name/type of training, proposed dates, trainers and number of people in the training group. Compile a list of participants to be invited to the training session. Define the objectives of the training session.

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How to build your first employee training program

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