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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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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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Training Plan

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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The following templates are sample documents that already have some details of the instructional design process in place. These templates can be adapted to meet the needs of your training. Once the templates are completed, you can edit, save and manage the result as a Microsoft Word document. Project Description-Goal and Timeline Template (.DOC)

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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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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.

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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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