

# 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.