# *Training Plan Template*



Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Training Plan Template

**Introduction**

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| *(Describe the purpose of the training plan)* |

**Scope**

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| --- |
| *(Describe the scope of the training, such as initial training for new employees, staff training on important topics, etc.)* |

**Objectives**

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| --- |
| *(Describe the objectives or expected results of the training. Express objectives as actions that the users will be expected to perform once they have been trained.)* |

**Background**

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| --- |
| *(Provide an overview of the training curriculum.)* |

Training Requirements

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| *(The training audience and the time frame in which training must be accomplished.)* |

Roles and Responsibilities

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| *(Identify what staff will provide training)* |

Training Evaluation

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| *(Describe how training evaluation will be performed using the Kirkpatrick levels)* |

Training Strategy

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| *(Describe the type of training (ex: classroom, computer, shadowing, etc.); and the training schedule)* |

Constraints/Limitations

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| --- |
| *(Identify all known constraints and/or limitations that could potentially affect the training.)* |