

# 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.