

Training Plan Template

| | | |
|---------------------------------------|--|--|
| Training Name | | |
| Training Type | <input type="checkbox"/> Training <input type="checkbox"/> Simulation <input type="checkbox"/> Workshop <input type="checkbox"/> Presentation | |
| Training Responsible | <ul style="list-style-type: none"> • • (trainer responsible for the Training) | |
| Training Goals | 1. 2. 3. (goals of the Training) | |
| Connection to Conference Goals | <ul style="list-style-type: none"> • • • (how the goals of conference/ track will be realized by this Training) | |
| Participants | (short description) | |
| | # | |
| | What training should they attend before this one? | <ul style="list-style-type: none"> • • |
| | What training should they attend after this? | <ul style="list-style-type: none"> • • |
| Date & Time | | |
| Facilitators | (how many trainers should participate and who) | |
| Logistics requirements | What is needed? | |
| | How to organize training room? | |
| | <ul style="list-style-type: none"> • • • • • • | |

Training Idea

(general idea of the training, short description of how it should be held, for example: it is a TV Show, debate with experts or held in the form of rotating tables; 2-3 sentences to faci that will follow this outline in order to organize the same or similar training in the future)

Training Structure

| □ | Section/ Module | Process Goal(s) | Trainer(s)) |
|---|--|-----------------|-----------------|
| : | | | |
| : | | | |
| : | | | |
| : | | | |
| : | | | |
| : | | | |
| : | <i>Total Time of the Training</i> | | |

Module name (□ 10)

| □ | Tim | Description | Logistics/ Mov eme nt | Faci(s) | Material s ne ed ed |
|------------------------------|-----|-------------|--------------------------------|-------------|---------------------------------|
| | | | | | |
| Total Time for Module | | | | | |

Module name (□ 10)

| □ | Tim | Description | Logistics/ Mov eme nt | Faci(s) | Material s ne ed ed |
|------------------------------|-----|-------------|--------------------------------|-------------|---------------------------------|
| | | | | | |
| Total Time for Module | | | | | |

Attachments (PowerPoint Presentation, handouts, prints):

Preparation for participants:

Materials to print:

Training Background

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(what this training was based on: books, materials, internet resources)

Training Evaluation

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|--|--|
| <i>Achievement of goals</i> | |
| <i>Timing</i> | |
| <i>Proposed improvements in content</i> | |
| <i>Proposed improvements in delivery</i> | |

*Other
comments*