

## About this Document

There are many different methods to design training. This document is a template to be used as a guide. As with all templates, use it to fit your circumstances and needs.

Each section contains a description of how it is meant to be used. The description is enclosed in brackets [ ] and is intended to be replaced with your own text.

This template contains all of the elements you should find in a training program and it is recommended to use every element for a complete training.

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# Sample Training Design Document

**Lingsheng Yao**



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