

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	<div>(short description)</div> <div>#</div> <div> What training should they attend before this one? <ul style="list-style-type: none"> • • </div> <div> What training should they attend after this? <ul style="list-style-type: none"> • • </div>
Date & Time	
Facilitators	(how many trainers should participate and who)
Logistics requirements	<div> What is needed? </div> <div> How to organize training room? </div> <ul style="list-style-type: none"> • • • • • •

Sample Word Document For Training

TeachUcomp

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