Training Plan Template

Training Type	☐ Training ☐ Simulation ☐ Workshop ☐ Presentation	
Training Responsible	• (trainer responsible for the Training)	
Training Goals	1. 2. 3. (goals of the Training)	
Connection to Conference Goals	(how the goals of conference/ track	will be realized by this Training)
Participants	(short description)	
	(Short description)	
	(short description)	#
	What training should they attend before this one?	*
	What training should they attend	*
Date & Time	What training should they attend before this one? What training should they attend	*
Date & Time Facilitators	What training should they attend before this one? What training should they attend	
Facilitators Logistics	What training should they attend before this one? What training should they attend after this?	e and who)
	What training should they attend before this one? What training should they attend after this? (how many trainers should participat	e and who) How to organize training

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Hussin A.Rothana

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