

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?	•	
	What training should they attend after this?	•	
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"> • • • • • • 		

Sample Training Plan Template

Richard Bailey



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