

Training Plan Template

Training Name	
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)
	#
	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? • • • • • •

Sample Word Document For Training

Lauren Gardner



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