

# 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"> <li>•</li> <li>•</li> </ul> (trainer responsible for the Training)
Training Goals	1. 2. 3. (goals of the Training)
Connection to Conference Goals	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> (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

**Michael Seilmaier**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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