

TRAINING PLAN TEMPLATE

1. INTRODUCTION

1.1 Goals of the Training Plan

The objective of the Training Plan is to define the strategies, tasks, and methods that will be used to meet the training requirements. The goals of the training plan are:

**** Delineate specific goals that clearly communicate the scope of the Training Plan. ****

1.2 Overview of the Training Plan

This document defines the Training Plan for **** System Name ****. The Training Plan is a working document. It is revised on a continuous basis as decisions are made and issues are resolved. The document is organized as follows:

- **Training Scope.** Clearly states a list of the objectives and goals of the training, as well as a list of assumptions.
- **Training Offerings.** Describes the offerings that define the training, including the training groups, types of training, training approach, training curricula, trainingschedule, and logistical information.
- **Roles and Responsibilities.** Presents the roles and responsibilities of the staff responsible for preparing, conducting, and evaluating the training, and includes a clear definition of the resources and a work plan.
- **Contingency Plan.** Identifies anticipated contingencies and details a plan for each contingency.

Sample Training Guide Template For New Employees

Xiang Xie



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