

# **Training Plan Template**

Training Type	Training  Simulation  Workshop	☐ Presentation
Training	•	
Responsible	•	
	(trainer responsible for the Training)	
Training Goals	1.	
	2.	
	3.	
200	(goals of the Training)	
Connection to		
Conference Goals		
Gaars	(how the goals of conference/ track will be realized by this Training)	
Participants	(now the goals of conference/ track will	oe realized by this Training)
	(short description)	
	(short description)  What training should they attend	
	What training should they attend	
	What training should they attend before this one?	•
Date & Time	What training should they attend before this one? What training should they attend	•
	What training should they attend before this one? What training should they attend	•
Focilitators	What training should they attend before this one? What training should they attend after this?	•
Facilitators Logistics	What training should they attend before this one? What training should they attend after this?  (how many trainers should participate a	• • • • and who)
Facilitators Logistics	What training should they attend before this one? What training should they attend after this?  (how many trainers should participate a What is needed?	• • • • and who)
Facilitators Logistics	What training should they attend before this one? What training should they attend after this?  (how many trainers should participate a What is needed?	• • • • and who)
Facilitators Logistics	What training should they attend before this one? What training should they attend after this?  (how many trainers should participate a What is needed?  •	• • • • and who)
Date & Time Facilitators Logistics requirements	What training should they attend before this one? What training should they attend after this?  (how many trainers should participate a What is needed?  •	• • • • and who)

# **Template For Training Guide**

**C Cleary** 

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