

Your Name and Organisation:
Version/Date:

Training Development Plan *Template*

Course/Project Title

Overview

A general description of the training required that summarizes the key goals and states why the training is important to accomplish

Audience

Primary audience for the training, and any secondary audiences, if they will impact any of your decisions

The assumed current knowledge and skills, or prerequisite knowledge and skills, of the primary audience, and any other characteristics that will guide your decisions

Training Goals

How the training project is expected to impact the organization/country/region

Learning Needs

Overview of the learning needs at the level of the individual learners, organization, country, or region

Job competencies to be addressed by the training

Learning Outcomes

Desired learning outcomes of the planned event, written in terms of skills that can be assessed. You may want to begin with the statement: "After completing the training, participants will be able to..."

Specific performance improvements desired

Content Scope

Provide a content outline consistent with learning objectives or outcomes. This could be the course outline as it would be presented to students, but not necessarily a complete syllabus.

Include a high level list of all topics you feel are necessary to cover and/or the skills that must be developed. If you think it will help clarification, state what will NOT be covered.

Constraints and Risks

List all constraints on the training project. List concerns that could impact project success (risks).

<p><i>Constraints might include:</i></p> <ul style="list-style-type: none">• <i>Time available</i>• <i>Budget available</i>• <i>Number and location of students</i>• <i>Skills and experience of training staff</i>• <i>People with content expertise available</i>• <i>Facilities and technologies available</i>	<p><i>Risks to the project might include:</i></p> <ul style="list-style-type: none">• <i>Unclearly defined requirements or needs</i>• <i>Limited existing content resources</i>• <i>Limited training staff experience</i>• <i>Large scope or complexity</i>• <i>New training approaches</i>• <i>Technology limitations</i>• <i>Limited training staff availability</i>• <i>Significant schedule constraints</i>• <i>Funding risks</i>
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Learning Solutions

List the learning solutions (modes of training) used and **why** you have chosen them. For example: classroom training, online learning, blended learning, on-the-job training, online resources for self-directed learning, coaching or mentoring, etc.

Learning Assessment

Describe your plan for assessing whether learners before, during, and/or after the course, including tests, exercises, graded activities, and projects or products to be evaluated. Describe the use of self or peer assessment, if used. Show how assessment is linked to the Learning Outcomes.

Training Evaluation

Methods you will use to evaluate the effectiveness of your training, including surveys, interviews, post-course feedback, long-term impacts evaluation, etc.

Learning Activities

Describe the major learning activities that will be included, including lectures, readings, cases, discussions, exercises, assignments, simulations, role-play, etc.

Describe the roles of trainers and learners during the activities

Human Resources

Internal resources: project manager, project lead, content experts, teachers, developers, training support, etc.

External resources: primary decision makers, content experts, reviewers, translators, etc.

Learning Resources and Tools

List existing resources you will use for readings or presentations, activities, case studies, data, etc. Describe content resources you will need to search for.

Describe the technologies that will be used to support training development and delivery, including instructional technologies and operational equipment.

Milestones and Schedule

Outline of major milestones (deadlines) with a real or relative timeline (if you do not yet know the start date of the project). Milestones might include those below, or any additional ones pertinent to your effort.

<i>Project Plan completed</i> <i>Learning needs assessed</i> <i>Learning outcomes reviewed and approved</i> <i>Content outline developed</i> <i>Learning activities designed</i>	<i>Assessment plan complete</i> <i>Scheduling of all human, technical, and facility resources</i> <i>Learning resources developed or adapted</i> <i>Training delivered (begin date/end date)</i> <i>Training evaluation complete</i>
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