Your Name and Organisation: Version/Date:					
Training Development Plan Template					
Course/Project Title					
Overview A general description of the training required that sun important to accomplish	nmarizes the key goals and states why the training is				
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 prereq and any other characteristics that will guide your deci					



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			

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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.

		essary to cover DT be covered.	lls that must b	e develope

Constraints and Risks

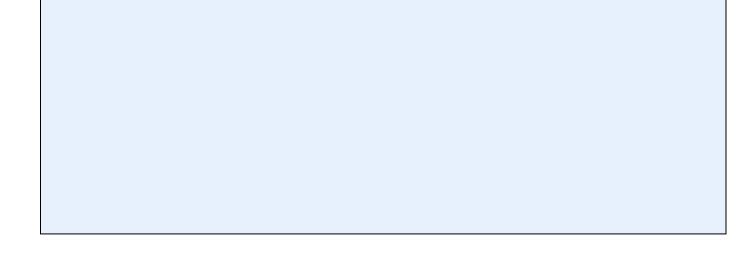
List all constraints on the training project. List concerns that could impact project success (risks).

Constraints might include:

- Time available
- Budget available
- Number and location of students
- Skills and experience of training staff
- People with content expertise available
- Facilities and technologies available

Risks to the project might include:

- Unclearly defined requirements or needs
- Limited existing content resources
- Limited training staff experience
- Large scope or complexity
- New training approaches
- Technology limitations
- Limited training staff availability
- Significant schedule constraints
- Funding risks





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.		

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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.

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

