

Planning Competency-Based Training

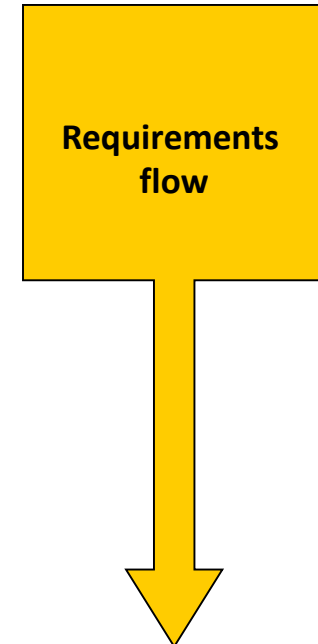


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World Meteorological Organization
Organisation météorologique mondiale

On the Job Trainers and Competency Assessors RA-I
WMO RTC South Africa – 12-16 Dec 2022

Competencies and Training



Why should we write a Training Plan?

- The purpose of a training plan is to document the decisions that will inform the training development and delivery processes.

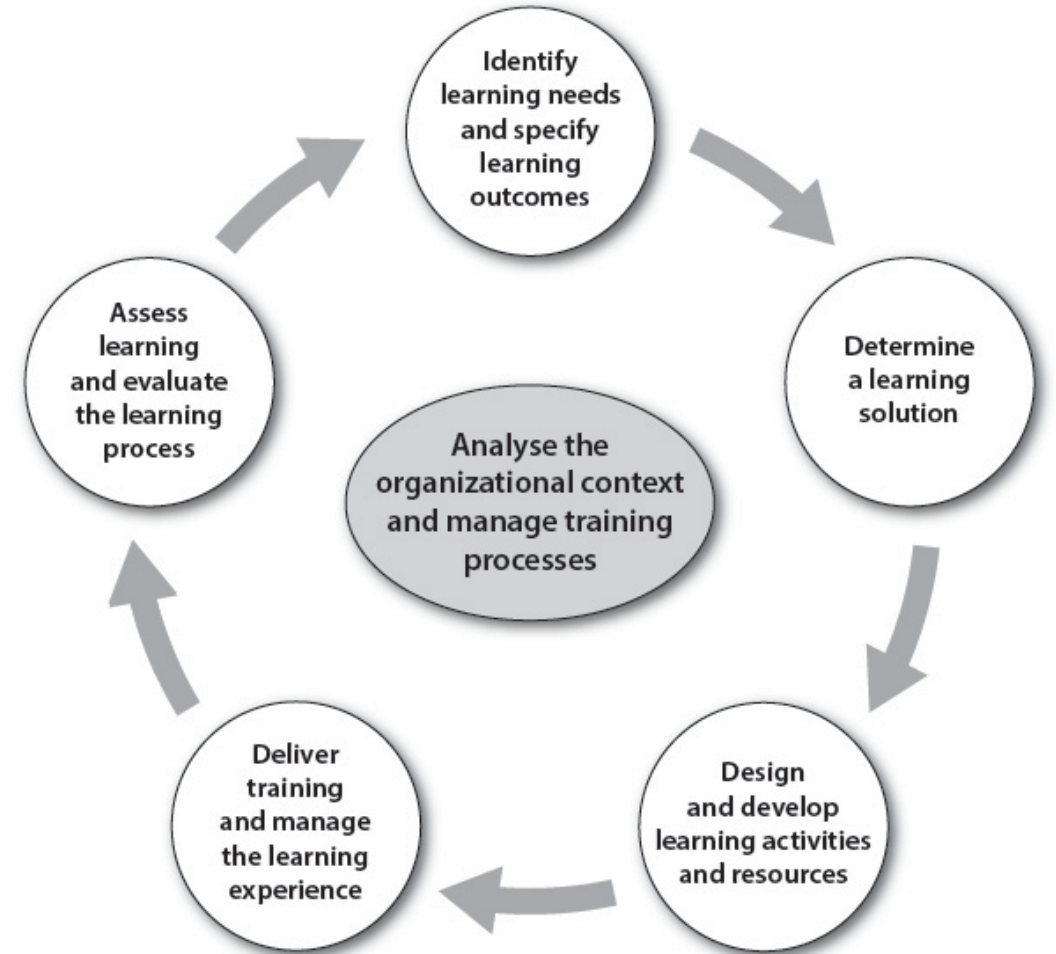
Important aspects to include in a plan:

- Results of a training needs analysis
- Targeted audience
- Intended outcomes (competencies to be addressed)
- Overview of training content and activities
- How training will be delivered and how often
- Overview of assessment
- Resources, time and personnel needed to deliver the training
- Communication and selection of trainees
- Communication and recording of achievements
- Evaluation of training and its impacts



The Learning Cycle

- Chapter 3 of the [Guide to Competency \(WMO-No. 1205\)](#) briefly describes how to use competencies in making training decisions.
- Competency-based training approaches are described in detail in [Guidelines for Trainers in Meteorological, Hydrological and Climate Services \(WMO-No. 1114\)](#)





Thank you

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