

Training Planning Guide

Who is the intended audience(s)?

- Operators Data Entry Supervisors Executive Decision Makers
 Buyers Management Others Business Analysts

What do you want your employees to be able to do after training?

- Increase awareness about _____
 Acquire knowledge about _____
 Acquire skills for _____
 Affect attitudes about _____
 Perform a specific task _____

How many people will be trained? _____

How many hours are available for the training delivery? _____

In what media will the training be delivered?

- Classroom E-learning Self-study Combination

What is the for delivery date for the training? _____

You need to start design and development of your training at least 8 weeks prior to delivery date.

What type(s) of information will be included?

- Processes Procedures Policies
 Concepts Classification Drawings and diagrams
 Facts and reference information Rules and guidelines

What source information is available?

- Manual(s) User Guide(s) Drawings and diagrams
 SMEs Design Specifications Reports
 Similar manuals or project documentation

Who are the subject matter experts (SME) who will contribute to the content and/or review?

Where are the SMEs located? How accessible will the SMEs be? _____

Who will be the reviewer(s) and/or approver(s) of the training? _____

What are the business, regulatory and other drivers for this training? _____

Who is/are the champions for this training? _____

What are the barriers or constraints for this project? _____

What resources are available to contribute to this project? _____



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