

Training Plan Template

Training Name	
Training Type	<input type="checkbox"/> Training <input type="checkbox"/> Simulation <input type="checkbox"/> Workshop <input type="checkbox"/> Presentation
Training Responsible	<ul style="list-style-type: none"> • • (trainer responsible for the Training)
Training Goals	1. 2. 3. (goals of the Training)
Connection to Conference Goals	<ul style="list-style-type: none"> • • • (how the goals of conference/ track will be realized by this Training)
Participants	(short description)
	#
	What training should they attend before this one? <ul style="list-style-type: none"> • •
	What training should they attend after this? <ul style="list-style-type: none"> • •
Date & Time	
Facilitators	(how many trainers should participate and who)
Logistics requirements	What is needed?
	How to organize training room? <ul style="list-style-type: none"> • • • • • •

Train The Trainer Instructor Guide Template

L Towne



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