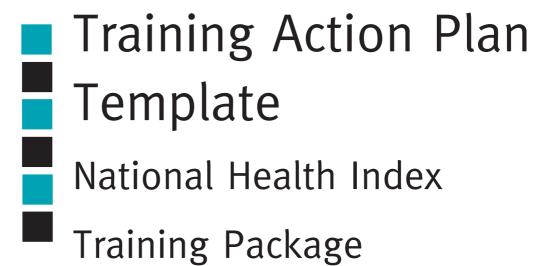


NationalHealthIndex



Training action plan template

The training action plan template is a practical tool that will assist participants to identify how, when and where staff in their areas will be trained. Specifically, it will:

- be a practical and simple training action plan for your area (DHB, ward, medical centre, etc)
- demonstrate to management how NHI training will be given (who, when, where, etc)
- demonstrate to management how NHI training will meet their strategic requirements.

This template can be filled out directly on the computer, or alternatively printed and filled out by hand.

Task	
Identify the requirement to have NHI training in your area.	
Further Detail	
What already identified outputs/ outcomes will NHI training fulfil in your area? Will training be required or voluntary?	
References	
Refer to documents such as plans, strategies and any other relevant documents that identify NHI issues.	

Task	
Identify what area(s) will be included in training.	
Further Detail	
For example, wards, reception, DHB region, etc	
References	
List managers and/or decision-makers for each area.	

Task	
Identify who will deliver the training.	
Further Detail	
Note: The trainers may be different people for different areas. What skill sets will they have? Will they be in house staff or contracted?	
References	
List names and contact details.	

Task	
Identify where training will be delivered.	
Further Detail	
What venues will be used for training? Note: The venues should be conducive to	
training, comfortable, quiet, etc.	
References	
List venue locations and contact people.	

Task	
Identify key staff groups that will take part in training.	
Further Detail	
How will you select staff for training? Will training be prioritised for some staff? Will management be included to assist with their support?	
References	
List groups and put a priority number against each group. Priority 1 to 3.	
1 = High: Training will improve poor data collecting; staff anxiety about collecting is high.	
2 = Medium: Training will enhance average data collecting.	
3 = Low: Training is not urgent but may be useful to reinforce good data collecting.	

Task	
Identify the timing and frequency of training delivery.	
Further Detail	
Will training be given at certain times of the year (ie quieter times).	
Will training be given when new staff arrive?	
Will training be provided whenever it is requested?	
Will training only ever be given once to staff?	
Will training be given annually or every 18 months?	
References	
List staff groups and actual dates for training.	

Task	
Identify what training resources will be deployed in what areas.	
Further Detail	
What resources from the training package will be given to what areas? For example, where will the staff and patient brochures go? Who will have the FAQs cards? Who will be sent a complete training package?	
References	
List areas and contact people.	