

## SAMPLE TRAINING OUTLINE

Provided by CollegeCouncil gGmbH

The United States Department of State requires that all applicants to the J-1 Practical Training program submit a bona fide training outline. To make sure that every individual training plan meets the regulations, please refer to the instructions in the "Learning Agreement and Training Plan" section of the application. Additionally, this sample training outline is available to assist you in designing the appropriate individual training program for the applicant. It is very important to make sure that every individual training plan (comprised of training objectives and a training outline) focuses on the specific **objectives** of the training, the **skills** to be imparted, the **methods** of training and finally the **tasks** to be performed by the trainee.

We cannot completely process any trainee application that is missing a training outline, as it is an essential element in any individual training program. Please remember that the J-1 International Practical Training Program and the Internship Program are **training** programs (not work) for young professionals and students, hence all applicants must submit an individual bona fide training outline for training in their field.

**PLEASE NOTE:** The number of phases in the training outline will depend on the duration of the training program. Furthermore, it is best to breakdown each phase into 3-4 month increments; doing so will better explain the development of the training program (e.g. *an outline for an 18-month training program should have roughly 5- 6 time phases in its outline*).

In order to help you with the creation of a Training Plan, you will find in the following:

- A. Guidelines for creating a training outline
- B. Sample Training Outline (phrasing examples)
- C. Model Training Plan (structural example)

### A. **GUIDELINES for creating an 18-month training outline**

#### **Dates of Training:**

#### **Description of Training:**

**Time Phase 1:** Months 1-3

What are the specific **objectives** of this phase of training?  
Through what **methods** will these objectives be obtained?  
(i.e. hands on training, classroom training, shadowing or observing).

What **tasks** will the trainee perform in this phase?

What **skills** will the trainee learn in this phase?

How does this phase prepare the trainee for the next phase?  
Indicate any classes or seminars and their duration, if any.

**Time Phase 2:** Months 4-6

See Months 1-3. Also – How does this phase build upon the prior phase?

**Time Phase 3:** Months 7-9

See Months 4-6.

**Time Phase 4:** Months 10-12

See Months 4-6.

**Time Phase 5:** Months 13-15

See Months 4-6.

**Time Phase 6:** Months 16-18

See Months 4-6. Also - How does this phase complete the training?

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Please use roughly the same format for creating training outlines for shorter training. Please do not just copy the phrasing from the attached **Sample Training Outline**, but use it as a starting point for the creation of an original, individual Training Outline for the trainee.

As a formal structure you may want to adapt to your company and the particular training you want to offer, we have also attached a **Model Training Plan**

**B. Sample TRAINING OUTLINE:**

**Months:** 1,2,3 **Department:** Management and Administration

**Objectives/Tasks:**

Trainee will assist supervisor in devising new flow charts for increased company efficiency. Through working on improving company policy the trainee will acquire a comprehensive understanding of American management and administrative strategies, decision making procedures and policy making techniques, institutional structures and methods of staff management and time management, management behavior in the American business setting, conflict resolution techniques used in the American company, the American system of data-processing and software concepts in relation to the solution of business-related problems, and American methods of computer-automated management control.

**Skills:**

Ability to comprehend and apply American management and administrative strategies, decision making procedures and policy making techniques, institutional structures and methods of staff management and time management, management behavior in the American business setting, conflict resolution techniques used in the American company, the American system of data-processing and software concepts in relation to the solution of business related problems, and American methods of computer-automated management control.

**Months:** 4,5,6 **Department:** Production

**Objectives/Tasks:**

Trainee will observe the production floor and assist the Production Manager in overseeing production flow. By helping solve product transportation problems as they come up the trainee will then have a comprehensive understanding of American techniques for improving productivity, implementing inventory control, quality control, designing production systems, approaches to supplier and producer relationships, the system of product transportation, government regulations affecting material handling and packaging, and American methods of computer-automated production control.

**Skills:**

Ability to comprehend and apply American techniques for improving productivity, implementing inventory control, quality control, designing production systems, approaches to supplier and producer relationships, the system of product transportation, government regulations affecting material handling and packaging, and American methods of computer-automated production control.

**Months:** 7,8,9 **Department:** Sales and Marketing

**Objectives/Tasks:**

Trainee will devise a sample marketing scheme and will present it to the sales team for review. After presenting his proposal and attending a number of seminars the trainee should have a comprehensive understanding of the methods for developing long and short-term sales plans and marketing goals in an American organization, factors affecting promotional decision-making, methods of strategic marketing and planning, the effects of supply and demand in the American consumer market, the principles of marketing and advertising, public relations, promotions and

sales, concepts and strategies of sales planning, negotiating and selling techniques, and the formulation methods of sales statistics.

**Skills:**

Ability to comprehend and apply the methods for developing long and short-term sales plans and marketing goals in an American organization, factors affecting promotional decision-making, methods of strategic marketing and planning, the effects of supply and demand in the American consumer market, the principles of marketing and advertising, public relations, promotions and sales, concepts and strategies of sales planning, negotiating and selling techniques, and the formulation methods of sales statistics.

Months: 10,11,12 Department: Public Relations

**Objectives/Tasks:**

Trainee will develop a community based project with a local organization which will incorporate the company's mission. By attending meetings and working as a conduit between the community organization and the company the trainee will have a comprehensive understanding of American administrative strategies and functions, decision making procedures and policy making techniques as it relates to the company's role in community affairs and community relations, the formulation of liaisons within the community, methods of outreach to different sectors of the community, and the principle forces behind a company's involvement in community development.

**Skills:**

Ability to comprehend and apply American administrative strategies and functions, decision making procedures and policy making techniques as it relates to the company's role in community affairs and public relations, the formulation of liaisons within the community, methods of outreach to different sectors of the community, and the principle forces behind a company's involvement in community development.

Months: 13,14,15 Department: Accounting and Finance

**Objectives/Tasks:**

Trainee will assist with payroll and learn the American taxation system by calculating withholdings etc. He will be introduced to the company's latest computer technology in order to perform statistical analysis and help structure a budget for the following year. Through this rotation the trainee should acquire a comprehensive understanding of the analysis and interpretation of an American organization's assets and liabilities as they are found on an organization's financial statements, American accounting concepts, gathering and reviewing internal accounting documents, costs, budget preparation and use, preparation of statements and financial audit reports, the audit function as performed by an outside accounting firm, and the American methodologies in computer-automated budgeting, accounting and financial planning.

**Skills:**

Ability to comprehend and apply the analysis and interpretation of an American organization's assets and liabilities as they are found on an organization's financial statements, American accounting concepts, gathering and reviewing internal accounting documents, costs, budget preparation and use, preparation of statements and financial audit reports, the audit function as performed by an outside accounting firm, and the American methodologies in computer-automated budgeting, accounting and financial planning.

**Months:** 16,17,18 **Department:** Human Resources

### Objectives/Tasks

After trainee spends some time sitting in on interviews with perspective employees, he will assist in redesigning orientation materials for new hires and help implement policies concerning interdepartmental communication. By developing new approaches to personnel management, the trainee will come to have a comprehensive understanding of American theories of organizational development, corporate restructuring, downsizing and change management, as it relates to hiring and dismissal practices of an American organization, interviewing techniques, training of new personnel, as well as ongoing training of all staff, and federal and state regulations concerning workers' compensation and workers' rights.

### Skills:

Ability to comprehend and apply American theories of organizational development, corporate restructuring, downsizing and change management, as it relates to hiring and dismissal practices of an American organization, interviewing techniques, training of new personnel, as well as ongoing training of all staff, and federal and state regulations concerning workers' compensation and workers' rights.

### C. Model Training Plan

**To be filled in by the US employer ONLY**

Please answer each section with as much detailed information as possible and refer to the instructions in the „Learning Agreement and Training Plan“ section. At the bottom of the page, following “Phase VI” of this Model Training Plan, you will find a filled-in sample that may give you an idea regarding the details needed.

Name of trainee:			
Training program start date:		End date:	
Employer Information			
Name of Company:			
Address:			
City:		State:	ZIP Code:
Telephone:		Fax:	
Email:		Company website:	
Number of employees:			
Number of trainees currently working at your company:			
Name and title of trainee's supervisor:			
Contact Telephone:		Email:	
Trainee's salary per month in US \$:			
<u>Included:</u>			
Housing	Yes <input type="checkbox"/> No <input type="checkbox"/>	Board	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transportation	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Hours per week :			
Department(s) where the trainee will be working (list duration in each department):			

How will the trainee be introduced to your company ?

What is the supervisor's intended role for the proposed training program and how will the supervisor assist the trainee in reaching the objectives described in the Training Outline ?

What is your evaluation process and how frequently will the trainee be evaluated ?

## Training Outline

### Phase I

Department :  
Time in department :  
Objectives/ Tasks :

Skills (to be used and practiced by trainee) :

### Phase II

Department :  
Time in department :  
Objectives/ Tasks :

Skills (to be used and practiced by trainee) :

### Phase III

Department :

Time in department :  
Objectives/ Tasks :

Skills (to be used and practiced by trainee) :

Phase IV	<p>Department : Time in department : <u>Objectives/ Tasks :</u></p> <p><u>Skills (to be used and practiced by trainee) :</u></p>
Phase V	<p>Department : Time in department : <u>Objectives/ Tasks :</u></p> <p><u>Skills (to be used and practiced by trainee) :</u></p>
Phase VI	<p>Department : Time in department : <u>Objectives/ Tasks :</u></p> <p><u>Skills (to be used and practiced by trainee) :</u></p>

## **SAMPLE**

Phase I

Department : Marketing / PR

Time in department : June 1<sup>st</sup> – August 30<sup>th</sup>

Objectives/ Tasks : Orientation phase / Trainee will work alongside Marketing Manager to understand the day-to-day-routine of the marketing department. She will assist the Manager with upcoming projects and will take over preparing presentations herself with the constant help of her supervisor.

Skills (to be used and practiced by trainee) : use of the marketing and layout data-bases, prepare presentations using PowerPoint