

APPENDIX 3

Template for Developing an Organisational Training Plan



Developing an Organisational Training Plan

	Organisation	Specific Group 1	Specific Group 2 etc...
<i>Identifying Training Needs</i> - What knowledge / skills are required? - What learning do people need and why? - What is the role of training in meeting identified needs?			
<i>Purpose of the Training</i> - Aim. - Specific Objectives.			
<i>Learning Outcomes Desired</i> - <i>Knowledge</i> – What do you want participants to learn about/know or understand? - <i>Attitudes</i> – What perspectives/values do you want to foster? - <i>Skills</i> – What exactly should participants be able to do as a result of the training?			
<i>Length of Training / Learning Required</i>			
<i>Content</i> What key topics / issues / debates / areas / challenges do you need to focus on?			

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<p>Process</p> <ul style="list-style-type: none">- How will the training be organised?- What kind of training is needed?			
<p>Methods/Tools</p> <p>What methods and tools could the training employ?</p>			
<p>Resources Needed</p> <p>What resources (people / materials / readings / policy documents / finances etc) are needed?</p>			
<p>Organising Training</p> <p>Where, when, how, for how long will the training be?</p>			
<p>Integration within the Organisation</p> <p>How will the results of the training be integrated into the organisation's work?</p>			
<p>Review and Evaluation</p> <ul style="list-style-type: none">- Reviewing whether and to what extent the training has addressed the needs identified and the learning outcomes identified.- Evaluating the Training (overall plan and specific training events) to improve the outcomes in the future.			