TRAINING PROGRAM

PLANNING WORKSHEET

Increase the efficiency and effectiveness of your training program by creating a written plan that includes the following:

1. **What are the objectives of your training program?** (Keep your objectives SMART - Strategic, Measurable, Achievable, Relevant and Time Based)

2. **Who needs to be trained?** (How many people? Location of participants?)

3. **When does training need to happen?** (Training deadlines? How long will training last? Will training be phased or completed all at once?)

4. **What are you teaching your trainees?** (Detail where your content will come from. Are you using an off-the-shelf course, adapting existing materials or developing new material?)

5. **Where will your training take place?** (How many rooms will you need? How many days? Do you have internal space or will you be renting space? Is remote participation an option?)

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TRAINING PROGRAM

PLANNING WORKSHEET (CONT.)

6 **What technology do you need to conduct your training?** (Will you need computers or will particpants bring their own? Do you have specific bandwidth requirements? Would a cloud-based lab be beneficial?)

7 **Who will present your training?** (Do you have internal staff that will serve as instructors or will you need to bring in outside help?)

8 **How wil you measure success of your training program?** (What metrics will be used to determine the success of your training? How will you measure these? What resources will you need?)

9 **Will you need to market your training?** (What are your plans to market your training? Do you have the resources to do this or will you need outside help?)

10 **What is your training program budget?** (Does your budget only include invoiceable expenses or do you need to account for indirect expenses such as employee time and salaries?)

11 **Who needs to sign off on your training program?** (In order to proceed, who needs to approve your plan?)

Want more? Download MicroTek's
Complete Training Program Planning Guide