**Training Plan Template**

|  |
| --- |
| Training Name |
| *Training Type* | ❑ **Training** ❑ **Simulation** ❑ **Workshop** ❑ **Presentation** |
| *Training Responsible* | *
*

(trainer responsible for the Training) |
| *Training Goals* | 1.
2.
3.

(goals of the Training) |
| *Connection to Conference Goals* | *
*
*

(how the goals of conference/ track will be realized by this Training) |
| *Participants* | (short description) |
| ***Optimal number of participants:*** | **#** |
| What training should they attend before this one? | *
 |
| What training should they attend after this? | *
 |
| *Date & Time* |  |
| *Facilitators* | (how many trainers should participate and who) |
| *Logistics requirements* | ***What is needed?*** | How to organize training room? |
| *
*
*
*
 |  |

# Training Idea

|  |
| --- |
| (general idea of the training, short description of how it should be held, for example: it is a TV Show, debate with experts or held in the form of rotating tables; 2–3 sentences to faci that will follow this outline in order to organize the same or similar training in the future) |

# Training Structure

|  |  |  |  |
| --- | --- | --- | --- |
| *🕓* | Section/ Module | Process Goal(s) | Trainer(s)  |
| : |  |  |  |
| : |  |  |  |
| : |  |  |  |
| : |  |  |  |
| : |  |  |  |
| : | *Total Time of the Training* |

# Module name (🕓 10)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *🕓* | Time (min) | Description | Logistics/ Movement | Faci(s) | Materials needed |
|  |  |  |  |  |  |
|  |  | **Total Time for Module** |

# Module name (🕓 10)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *🕓* | Time (min) | Description | Logistics/ Movement | Faci(s) | Materials needed |
|  |  |  |  |  |  |
|  |  | **Total Time for Module** |

# Attachments (PowerPoint Presentation, handouts, prints):

# Preparation for participants:

# Materials to print:

# Training Background

|  |
| --- |
| (what this training was based on: books, materials, internet resources) |

# Training Evaluation

|  |  |
| --- | --- |
| ***Achievement of goals*** |  |
| ***Timing*** |  |
| ***Proposed improvements in content*** |  |
| ***Proposed improvements in delivery*** |  |
| ***Other comments*** |  |