**Training Plan Template**

|  |  |  |
| --- | --- | --- |
| **Training Name** | | |
| ***Training Type*** | ❑ **Training** ❑ **Simulation** ❑ **Workshop** ❑ **Presentation** | |
| ***Training Responsible*** | (trainer responsible for the Training) | |
| ***Training Goals*** | (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*** |  |