

Training/Capacity Building Plan

<Project Name>

<Department Name>

<Version Number>



Document history

Date	Version	Author	Reviewed by	Approved by	Description
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Table of contents

1. DOCUMENT OVERVIEW	0
1.1 Purpose	0
1.2 Audience	0
1.3 Training Objectives	0
1.4 Scope	0
1.5 Assumptions	1
1.6 Dependencies	1
2. 3. TRAINING APPROACH	2
3.1 Training Methods	2
3. 4. TRAINING ROLES & RESPONSIBILITIES	3
4. 5. TRAINING INFRASTRUCTURE	4
5.1 Training Facilities	4
5.2 Training Environments	4
5. 6. TRAINING MATERIALS & CURRICULUM	5
6.1 Training Materials	5
6.2 Training Curriculum	6
6. 8. TRAINING ROADMAP	7
7. 9. TRAINING EVALUATION	8

1. DOCUMENT OVERVIEW

1.1 Purpose

The purpose of the Training Plan is to identify the appropriate training strategies and activities required to achieve the desired learning outcome during the implementation of <Project Name>

The Training Plan provides a clear understanding of what must happen to meet the training requirements that have been defined, thus, end-users receive training in the knowledge, skills, and/or abilities required to support the new roles, business processes and/or technology.

1.2 Audience

This document is intended for use by:

- *Project Manager*
- *Change Management Team*
- *Training Lead*

1.3 Training Objectives

Outline what the objectives for the Training Plan are:

- *Ensure that all impacted staff receive relevant training to prepare them for any new working practices*
- *Ensure appropriate level of skill is reached in order to perform roles*

1.4 Scope

“In Scope”

The following bullets describe what is “in scope” for the project:

- *Employees and managers who will need training on the new system and processes will be included “in scope” for the purposes of training development*

“Out of Scope”

[Type here]

The following bullets describe what is “out of scope” for the project:

- *The adaptation of any training-related documents to individual teams will be “out of scope”, and will be the responsibility of the individual ministries*

1.5 Assumptions

The following assumptions apply to the Training Plan:

1. *The Training Plan will be based on the training requirements gathered through meetings and workshops*
2. *Consideration will be given to the use of on-site and/or remote resources for the development of training materials*

1.6 Dependencies

Successful training is dependent on the availability of:

2. TRAINING APPROACH

3.1 Training Methods

This section describes the training methods selected based on the options available and recommended for use by the project:

- 1. Blended Training Approach**

- a. To help retention of learning, a blend of training delivery methods will best meet the needs of our project. This will include: Instructor-Led Training, Job-aids and e-learnings**

3. TRAINING ROLES & RESPONSIBILITIES

Use the table below to profile the key roles that will be part of the Training team. Individuals may have more than one role.

4. TRAINING INFRASTRUCTURE

4.1. Training Facilities

The following is a list of the equipment and facilities preparation that will be required for classroom training sessions:

- *An instructor computer, attached to a projector*
- *A projection screen*
- *One computer for each learner (for hands-on systems training)*

4.2. Training Environments

The following section describes the distinct training environments:

- *Training Development Environment*
 - a. *Will be used for creating training materials; this environment is for the exclusive use of the project team*
- *Training Production Environment*
 - a. *Will be used to deliver Instructor-Led Classroom Training*
- *Training Practice Environment*
 - a. *Will be used by end-users to practice in the new system; concurrently with the deployment of e-learning*

5. 6. TRAINING MATERIALS & CURRICULUM

6.1 Training Materials

Use the following table to present a summary of key training materials and their intended uses.

6.2 Training Curriculum

The curriculum defines the training courses that will be developed and delivered, including the associated learning objectives, sourcing options, delivery methods and course owners. Use the table below to help plan and manage your training curriculum.

Table 4– Training Curriculum

Curriculum Code	Curriculum Name	Module ID	Module Name	Learning Objectives	Build/Buy/Source	Duration (hrs.)	Delivery Method	Course Developer	Course Owner
C1	Process Planning	M1	Add new accounts	Learning to add vendors to account	Build	2	e-Learning	Joe. P	Sam. K
C1	Process Planning	M2	Account Setup	Learning to create new account and navigate system	Build	1	ILT	Mary. B	Bob. S
C2	Billing	M4	Pay Bills	Sending direct deposits	Source	4	OJT	Pedro G.	Chris X.

6. 8. TRAINING ROADMAP

A preliminary training schedule consists of the key training program activities. The training schedule will continue to evolve as the project progresses and additional details become available. The Training Needs Assessment, Training Curriculum, and Content Development Tracker will be critical inputs to the creation of the detailed training schedule.

Table 5– Training Roadmap

Activities	Description	Responsible	Target Date
Training Plan	Develop high-level training schedule	Training Lead	Feb. 2016
Training Materials	Develop course outlines	Training Lead / Training Developer	March 2016

7. 9. TRAINING EVALUATION

In evaluating the effectiveness of training delivery, information will be sourced from the following areas:

- *The outcomes of competency tests completed by trainees at the end of each module*
- *Feedback from trainees on confidence level at the end of each module*
- *Feedback from trainers on training problems or individuals with who have experienced learning difficulties*
- *To support the evaluation process, trainees will be provided with survey link to complete an evaluation survey. This will be used to measure the reaction of trainees post-training*