

# TRAINING PLAN TEMPLATE

## 1. INTRODUCTION

### 1.1 Goals of the Training Plan

The objective of the Training Plan is to define the strategies, tasks, and methods that will be used to meet the training requirements. The goals of the training plan are:

*\*\*\* Delineate specific goals that clearly communicate the scope of the Training Plan. \*\*\**

### 1.2 Overview of the Training Plan

This document defines the Training Plan for *\*\*\* System Name \*\*\**. The Training Plan is a working document. It is revised on a continuous basis as decisions are made and issues are resolved. The document is organized as follows:

- **Training Scope.** Clearly states a list of the objectives and goals of the training, as well as a list of assumptions.
- **Training Offerings.** Describes the offerings that define the training, including the training groups, types of training, training approach, training curricula, trainingschedule, and logistical information.
- **Roles and Responsibilities.** Presents the roles and responsibilities of the staff responsible for preparing, conducting, and evaluating the training, and includes a clear definition of the resources and a work plan.
- **Contingency Plan.** Identifies anticipated contingencies and details a plan for each contingency.

# Example Training Guide

**United States. Veterans  
Administration**



## Example Training Guide:

*Spriggs's Essentials of Polysomnography: A Training Guide and Reference for Sleep Technicians* Lisa M. Endee, 2020-02-10 *Essentials of Polysomnography* Third Edition is a full color text designed specifically for sleep technicians and professionals This is an excellent tool for training new sleep technicians or preparing for the RPSGT and CPSGT certification exams

**Occupational Training Guide** United States. Employment and Training Administration, 1976

**United States Army Training Manual** U.S. Adjutant-general's office, 1925 **Training Manual** United States. War Dept, 1923

**Guidelines for Asset Integrity Management** CCPS (Center for Chemical Process Safety), 2017-01-06 This book is an update and expansion of topics covered in *Guidelines for Mechanical Integrity Systems* 2006 The new book is consistent with Risk Based Process Safety and Life Cycle approaches and includes details on failure modes and mechanisms Also example testing an inspection programs is included for various types of equipment and systems Guidance and examples are provided for selecting and maintaining critical safety systems

*Training Manual* United States. Army. Signal Corps, 1923 Guide to Official Letter Writing, Orders, Etc Adjutant, 1915 *Manual Training Magazine*, 1917 *Report of the Commission Appointed to Investigate the Existing Systems of Manual Training and Industrial Education* Massachusetts. Commission to investigate systems of manual training and industrial education, Louisa Parsons Stone Hopkins, 1893

**Signal Corps Training Manual** United States. War Department, 1917 **Manual Training Magazine** Charles Alpheus Bennett, William Thomas Bawden, 1920 *A Guide to Literature for Character Training ...* University of Iowa. Institute of Character Research, 1928 Training Guide United States. Veterans Administration, 1961 **Manual of Irrigation Engineering** Herbert Michael Wilson, 1896 Flight Training Manual Canada. Transport Canada. Aviation, 1994

**Office Training for Stenographers** Rupert Pitt SoRelle, 1916 **Elementary Training for Business** Frederick A. Wilkes, George Morell York, Chester J. Terrill, 1924 Employment Safety and Health Guide, 2004 Includes original text of the Occupational safety and health act of 1970

**Manual Training and Vocational Education** Charles Alpheus Bennett, William Thomas Bawden, 1901 **Manual training and vocational education**, 1902

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