

# Training Plan Outline

You may use this as guide with developing your training plan

Name of Occupation to be trained: \_\_\_\_\_

Training Goal: \_\_\_\_\_

| Training Objectives | Training Content (Training topics to be covered) | # of weeks | Schedule Week # | Total # of hours on the job training | Total # of hours for classroom training | Expected Results – “At the completion of this training, participant(s) will be able to” ..... |
|---------------------|--|------------|-----------------|--------------------------------------|---|---|
|                     |  |            |                 |                                      |   |   |