

TRAINING PLAN TEMPLATE

Introduction

This section should include a general description of the training plan and an overview of what the plan will include. There is not much need for detailed information in this section as the details will be included in subsequent sections throughout the document. This section may include the purpose of the training and goals the training was designed to accomplish.

This training plan, developed by Ace Consulting, is designed to outline the objectives, requirements, strategy, and methodology to be used when providing Ace Agile Training. The purpose of this training is to train Ace Consulting Staff on various commonly used Agile Project Management methodologies and tools. This training will enable Ace Consulting Staff to work more closely with their clients to introduce Agile methodologies into their current project management practices.

Points of Contact

This section should provide the points of contact training development, coordination, and facilitation. The points of contact may also include department or section managers and training schedulers as appropriate. Points of contact are necessary as a quick reference for the correct personnel to contacts regarding questions about training, scheduling, or requirements.

The points of contact for Ace Agile Training, as well as section training schedulers, are listed in the table below. For any questions concerning training development, coordination, or facilitation, please contact the appropriate point of contact below.

Role	Name	Contact Number
Training Developer	A. Black	(321) 555-1111
Lead Facilitator	C. White	(321) 555-1222
Asst. Facilitator	J. Blue	(321) 555-1333
Lead Training Coordinator	A. Brown	(321) 555-1444
Consulting Group Training Scheduler	S. Green	(321) 555-1555
Facilities Coordinator	T. Smith	(321) 555-1666

Needs and Skills Analysis

This section should describe various aspects of the training to include the following: organizational needs, training development approach, target audience, learning objectives, and skills required to meet learning objectives. This section is important in establishing the foundation of the overall training plan. It provides a description of what the organization's needs are, how the training was developed, and the skills and learning objectives required to meet these needs.

Ace Consulting has identified the need for its consulting group to gain a better understanding and more familiarity of Agile Project Management methods and framework. As our clients have expressed a desire to move into managing projects through Agile methodologies, Ace Consulting's employees must be better positioned to help their customers achieve this approach. Ace

Training Plan Manual

United States. War Department

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the 'United States. War Department' text.

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Quality Assurance Program Manual United States. Defense Logistics Agency, 1979 *Iron & Steel Industrial Defense Planning Manual* American Iron and Steel Institute, 1965 Home Health Aide Training Manual Kay Green, 1996 This Protocol delineates the evidence for using devices for noninvasive patient monitoring of blood pressure heart rhythms pulse oximetry end tidal carbon dioxide and respiratory waveforms These protocols guide clinicians in the appropriate selection of patients for use of the device application of the device initial and ongoing monitoring device removal and selected aspects of quality control Police Traffic Services Supervisory Level Training Program Course Guide , 1973 **Police Traffic Services: Supervisory Level Training Program Course Guide** United States. National Highway Traffic Safety Administration, 1973 *Field Manuals* United States. War Department, 1980-06 **Manuals Combined: NAVY SAFETY AND OCCUPATIONAL HEALTH PROGRAM MANUAL & MARINE CORPS OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM MANUAL** , 1 Purpose To implement policy changes recommended by the Naval Inspector General NAVINSGEN to Office of the Chief of Naval Operations Special Assistant for Safety Matters OPNAV N09F and to define and outline the conduct and reporting of the self assessment process for safety and occupational health SOH programs 1 PURPOSE The Marine Corps Occupational Safety and Health OSH Program Manual promulgates the requirements and establishes procedures to implement the reference 2 INFORMATION This Manual and all references provide the requirements and guidance for commanders and Marine Corps OSH Program professionals to identify and manage risk maintain safe and healthful operational environments and meet the Mission Essential Task List METL requirements 3 SCOPE This Manual is applicable to all Marine Corps activities including nonappropriated fund activities and operations that are under the sponsorship of the Marine Corps Community Services MCCS Director or unit MCCS officers for the purposes of morale welfare and recreation This Manual shall also apply to activities that are involved in the acquisition operation sponsorship or maintenance of all facilities activities and programs CMC SD will provide guidance upon request for program responsibilities on contractors e g public private venture etc 4 EFFECTIVE DATE This Manual is effective the date signed Prior to implementation of this Manual activities must where applicable discharge their labor relation s obligations Assistance and guidance may be obtained from CMC MPC DISTRIBUTION STATEMENT A Approved for public release distribution is unlimited **Resources in Education** , 1993 **Basic Training Program in RADAR Speed Measurement** , 1985 *Urban Transportation Abstracts* , 1987 *Privacy Act Issuances ... Compilation* United States. Office of the Federal Register, 1986 Contains systems of records maintained on individuals by Federal agencies which were published in the Federal Register and rules of each agency concerning the procedures the agency will use in helping individuals who request information about their records *Privacy Act Issuances ... Compilation* , 1989 *Privacy Act Issuances* United States. Office of the Federal Register, 1989 **Federal Register** , 1984-07 *Research in Education*

,1969-05 Educational Leaflet Columbia University. Teachers College,1887 The Training Design Manual Tony
Bray,2006 This A to Z manual of instructional design for trainers of all experience levels guides users through a step by step
process leading up to the launch of a successful training course Monthly Catalog of United States Government
Publications ,1983 **Monthly Catalog of United States Government Publications, Cumulative Index** United States.
Superintendent of Documents,1976 **Privacy act issuances, 1984 compilation** United States. Office of the Federal
register,

Whispering the Secrets of Language: An Emotional Quest through **Training Plan Manual**

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