

## Activity 2: Planning a Training

This activity will give you practice walking through all of the components needed to plan your training.

Instructions: Below is a Training Plan. Each of the eight components will help you design your training. Fill in each space and add in your own questions when needed.

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**Title of training:** \_\_\_\_\_

- 1. Training Topic:** What is the topic for your training?
- 2. Objectives:** What should your participants learn or be able to do by the end of the training?
- 3. Target Audience:** Who are your learners? How will you address different learning styles?
- 4. Resources and Logistics:** When and where will you do it? What materials do you need? How long?
- 5. Training Activities:** What activities will you use? How will you meet the diverse needs of your staff?
- 6. Evaluation:** How will you know if your training has worked? How did I do as a trainer?
- 7. Reinforcement:** How can you reinforce and encourage newly acquired skills in the future?
- 8. Approach:** How do your values, knowledge and expectations inform your training approach?