

# Training Plan Template

| Training Name                         |                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Training Type</b>                  | <input type="checkbox"/> Training <input type="checkbox"/> Simulation <input type="checkbox"/> Workshop <input type="checkbox"/> Presentation                                                                                                                                                                                              |
| <b>Training Responsible</b>           | <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> (trainer responsible for the Training)                                                                                                                                                                                                                                      |
| <b>Training Goals</b>                 | 1.<br>2.<br>3.<br>(goals of the Training)                                                                                                                                                                                                                                                                                                  |
| <b>Connection to Conference Goals</b> | <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> (how the goals of conference/ track will be realized by this Training)                                                                                                                                                                                           |
| <b>Participants</b>                   | <div>(short description)</div> <div>#</div> <div>           What training should they attend before this one?           <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> </div> <div>           What training should they attend after this?           <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> </div> |
| <b>Date &amp; Time</b>                |                                                                                                                                                                                                                                                                                                                                            |
| <b>Facilitators</b>                   | (how many trainers should participate and who)                                                                                                                                                                                                                                                                                             |
| <b>Logistics requirements</b>         | <div> <b>What is needed?</b> </div> <div> <b>How to organize training room?</b> </div> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>                                                                                                                                          |

# Training Instructors Guide Example

**Michael Seilmaier**



## **Training Instructors Guide Example:**

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