

# 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

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Programme Istanbul International  
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**Instructions for the Training of Platoons for Offensive Action, 1917** Great Britain. War Office,1917      **Spriggs's**

**Essentials of Polysomnography: A Training Guide and Reference for Sleep Technicians** Lisa M. Endee,2020-02-10

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**Best Practices Guidelines and Toolkit on Engaging the Private Sector in Skills Development** United Nations Development Programme Istanbul International Center for Private Sector in Development (UNDP IICPSD),The Statistical, Economic and Social Research and Training Centre for Islamic Countries (SESRIC),2017-01-01 Best Practices Guidelines and Toolkit on Engaging the Private Sector in Skills Development jointly developed by UNDP IICPSD and Statistical Economic and Social Research and Training Centre for Islamic Countries SESRIC will inspire motivate and mobilize the private sector for its active engagement in skills training for employment The guidelines and toolkit will help stakeholders to collaborate more closely with companies chambers of commerce and business associations It outlines how the private sector could contribute to the employability of individuals through providing labour market signals improving technical and practical skills acquisition integrating industry know how and expertise to every step of the trainings and help link skills to placement opportunities These will ensure that disadvantaged youth women and other marginalized groups are ready to enter the labour force with possessing the right skills they need to thrive The 2030 Agenda for Sustainable Development highlights the importance of skills and lifelong learning not only to make individuals competitive in the labour market but also to empower people Sustainable Development Goal SDG 4 reminds us that inclusive quality education is critical for human development SDG 8 reminds us that decent work and economic growth can only be achieved through productive capacities The relationship between skills and employability is fundamental to the success of the SDGs from eradicating poverty to achieving gender equality to empowering women and girls Bridging the skills mismatch for greater employability will be a huge leap forward in achieving the SDGs This publication guarantees to guide all stakeholders in the direction of improving the existing skills and reducing the skills mismatch for greater employability of the target groups The Guidelines and Toolkit will complement existing UNDP work on sustainable employment and inclusive growth and augments the related efforts of other international organizations      Research in Education ,1974      **Federal Register** ,1979      *Inservice Training Guide for Army Service Club Personnel* United States. Department of the Army,1968      *Chief Fire Officer's Desk Reference* International Association of Fire Chiefs,2006 This cutting edge book has been designed to be a roadmap to success for chief officers and aspiring chief officers It is an insiders guide filled with indispensable advice and guidance provided by some of the most knowledgeable and wise chiefs in the fire service Readers will find a wealth of vital information on essential topics

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