

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 Guide Format

Orin Thomas



Training Guide Format:

Fitness Instructor Training Guide Cheryl L. Hyde, 2002 *Training Guide Administering Windows Server 2012 R2 (MCSA)* Orin Thomas, 2014-05-12 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on core infrastructure administration for Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Focuses on job role specific expertise for core infrastructure administration tasks Fully updated for Windows Server 2012 R2 including new practices Provides in depth hands on training you take at your own pace Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 411 Topics include Deploying and updating Windows Server 2012 R2 Managing account policies and service accounts Configuring name resolution Administering Active Directory Managing Group Policy application and infrastructure Configuring Group Policy settings and preferences Administering network policies Administering remote access Managing file services Monitoring and auditing Windows Server 2012 R2 *Guide to the Preparation of Training Materials* United States. Employment Security Bureau, 1961 **Training Guide Programming in HTML5 with JavaScript and CSS3 (MCSD)** Glenn Johnson, 2013-03-15 Designed to help experienced programmers develop real world job role specific skills this Training Guide focuses on creating applications with HTML5 JavaScript and CSS3 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for using HTML5 JavaScript and CSS3 to begin building modern web and Windows 8 apps Features pragmatic lessons exercises and practices Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 480 Coverage includes creating HTML5 documents implementing styles with CSS3 JavaScript in depth using Microsoft developer tools AJAX multimedia support drawing with Canvas and SVG drag and drop functionality location aware apps web storage offline apps writing your first simple Windows 8 apps and other key topics **COREL DRAW TRAINING GUIDE** Satish Jain/M.Geetha, 2018-06-02 This guide is a step by step training manual for learning a very versatile and useful Graphic package namely CorelDRAW Graphics Suite X8 The book begins with the basics of CorelDRAW in Chapter 1 and 2 Chapter 3 explains the making of basic drawing as well as the artistic media tools Chapter 4 covers advanced drawing to work with basic tools and shapes such as grouping ungrouping aligning and distribute objects Chapter 5 and 6 explain Paragraph text editing artistic text and its formatting Chapter 7 deals with Layers and Symbols Chapter 8 and 9 describe the Outline tool and Fill tool These tools are useful for giving different artistic impact to the graphic objects Chapter 10 enables you to deal with Interactive tools and the way CorelDRAW Graphics Suite X8 manages them Chapter 11 explains the power of editing and manipulating images with ease Chapter 12 deals with page layout and last Chapter deals

with printing and publishing a document The notable features of this training guide are Detailed exposition of basic and advanced tools available in this graphics package Step by step description of various commands and managing long documents Different types of text styles are described using different methods Importing and Exporting of graphic documents are explained in detail

MCAD/MCSD Training Guide (70-320) Amit Kalani,Priti Kalani,Ed Tittel,2003 This certification exam measures the ability to develop and implement XML Web Services and server components using Visual C and the Microsoft NET Framework This exam released in September 2002 counts as a core credit toward the new MCAD Microsoft Certified Application Developer certification as well as a core credit toward the new MCSD NET track Readers preparing for this exam find our Training Guide series to be the most successful self study tool in the market This book is their one stop shop because of its teaching methodology the accompanying PrepLogic testing software and superior Web site support at quepublishing com

Guide to the Preparation of Training Materials United States. Bureau of Employment Security,1962

Training Guide Mitch Tulloch,2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities

The Ultimate Employee Training Guide- Training Today, Leading Tomorrow Gerard Assey,2024-02-21 In an era of constant change and fierce competition organizations must harness the power of their workforce to thrive The Ultimate Employee Training Guide Training Today Leading Tomorrow is your definitive guide to unleashing the true potential of employee training It explores the evolution of training from traditional classrooms to cutting edge technology and unveils the profound benefits of investing in employee development while illuminating the stark repercussions of neglecting it Discover training as an investment measuring its Return on Investment ROI through real life case studies that showcase its undeniable impact Learn to assess diverse training needs choose the right vendors and design implement and evaluate training programs effectively This book takes you on a journey into the future of training where technology personalization and continuous learning reign supreme It emphasizes the crucial role of HR and corporate leadership in fostering a culture of empowerment and growth With ethical considerations legal guidelines and inspiring case studies The Ultimate Employee Training Guide equips you to navigate the dynamic landscape of employee training ensuring success in an ever evolving world Here s what you ll find inside Preface The Importance of Training Employees Investing in

Training Understanding the ROI Key Skills Attributes and Traits of an Effective Trainer Assessing Training Needs Sample Formats for Assessing Training Needs Selecting the Right Training Vendor Planning and Implementing Training Programs Sample Formats of Planning and Implementing Training Programs Measuring the Impact of Training Sample Formats for Measuring the Impact of Training Legal and Ethical Considerations in Training Common Challenges Managers Encounter during Training Initiatives Steps a Training Manager Trainer Undertakes to Remain Effective and Up to date Creating a Culture of Continuous Learning Training in the Future Emerging Trends International Perspectives on Training Cultural Differences and Global Best Practices Case Studies of Successful Training Programs Case Studies from Various Industries Formats and Samples of Other Assessments and Forms Templates and Checklists for Training Initiatives Sample Training Program Outlines The Future of Employee Training Conclusion *Articles Training Guide* ICAI, Articleship Training Guide as issued by ICAI contains all the regulations related to CA course during Articleship training period in simplified language The book is must read for the CA Students who are undergoing Articleship or is going to join the training in order to know their rights and responsibilities

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