High Level Training Plan

[Project Name]

[Division/Branch Name]

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*<Note: this document contains assistance text in un-bolded italics red text. This text should not remain in the final version of the document.*

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Contents

[Introduction 4](#_Toc526522758)

[Training Objectives 4](#_Toc526522759)

[Assumptions 4](#_Toc526522760)

[Constraints 4](#_Toc526522761)

[Training Needs Analysis 5](#_Toc526522762)

[Training deliverables 7](#_Toc526522763)

# Introduction

This document describes the high-level training requirements and approach for the proposed changes to <project > scheduled to be released on <date>.

# Training Objectives

<Setting realistic training objectives is most critical of the entire training and development cycle. You need to make sure that the purpose of the training is clear and the training outcomes are measurable>

* Objective 1
* Objective 2

# Assumptions

The execution of the proposed training plan assumes the following:

<For example:

* Assumptions about existing levels of knowledge/competency
* Expectations about training quality or previous training activity. >

# Constraints

This section identifies any limitation that must be taken into consideration regarding the content of this plan.

1. <Insert description of the first constraint.>
2. <Insert description of the second constraint. And so on…>

# Training Needs Analysis

In assessing the expected stakeholder impacts the following training needs analysis has been prepared. It is provided as a high-level over-view of training needs to provide focus to more detailed discussions around training planning.

*<In this section, outline the training needs required for each identified stakeholder group impacted by the project change. This will form the Appendix A in the detailed training plan document during project execution and delivery phase>*

|  | **Stakeholder group** | **Location/s** | **Number estimates** | **Training medium** | | | **Rationale** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **One-on-one** | **Classroom** | **Online** |
| **Context and getting started** | *<Group name, e.g. Project Change Sponsors>* | *<Location of Stakeholder Group, e.g. Barton>* | *<Number of people in this group, e.g. 5>* | * *<Project Change Sponsors usually require one-on-one;* * *Advocates, classroom;* * *affected staff, e-learning.*   *but this will vary according to size of project and the nature of the change>* | | | *<Describe reasoning for training needs, e.g. Executives receive one-on-one training prior to deployment so they can speak confidently and professionally about the change having experienced it for themselves prior to impacted staff.>* |
| Learning Outcome  *<For example*   * *Define what xx is* * *Explain why PM&C is implementing xx* * *List some user benefits of xx* * *Describe xx features available of xx>* |
| **Deepening knowledge and assisting adoption** |  |  |  |  | | |  |
| Learning Outcome  *<For example*   * *Apply documented procedures correctly>* |
| **Whole package for new starters and refresher for existing users** |  |  |  |  | | |  |
| Learning Outcome  *<For example*   * *Define what xx is* * *Explain why PM&C is implementing xx* * *List some user benefits of xx* * *Describe xx features available of xx* * *Apply documented procedures correctly>* |

# Training deliverables

The proposed training deliverables are outlined in the table below:

*<In this section, outline the training deliverables and delivery channels required for each identified stakeholder group impacted by the project change. This will form the Appendix B in the detailed training plan document during project execution and delivery phase>*

| Topic | Audience | Method | Delivery | Application | Description |
| --- | --- | --- | --- | --- | --- |
| <Process Fundamentals | New staff | eLearning | Self-directed | Pre-release training. | A new eLearning package proposed for staff |
| What’s new/ what’s changed? | Managers | PowerPoint presentation | Self-directed or facilitated group presentation | Pre-release training. | Provides an overview of the main changes in processes and systems |
| New form | Client service staff | Interactive Guide | Self-directed or facilitated group presentation. | Pre-release training and post release reference. | Online interactive PDF product which provides a description of the online form completed by the client. > |