

TRAINING PLANNING GUIDE

Expected Number of Participants:
Number of days:

Type of training Required: Hands on Demonstration Lecture
Combined Combined

CONTENT	
Training Objective/s	What information will participants gain from this training? 1. 2. 3.
Personnel	Who facilitate the training? What Subject Matter Experts will be needed to gather content or share information?

TRAINING SUPPLIES/ MATERIALS	
	Is a computer need?
	Is there a need for Internet?
	Is a projector needed?
	Are hand held models needed?
	Will participants need laptops or hand held devices?

CONTENT MATERIALS	
	What slide presentations will be used?
	•
	•
	•

CONTENT	
	Will breakfast or lunch be served?
	How many rooms will be needed?
	Facilitation set up:
	Lecture
	Stations
	Is there a need for additional power outlets?
	Is there a need for additional chairs?
	How many?
	Is there a need for additional tables?
	How many?