

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

How To Write A An Employee Training Manual

Yicheng Fang



How To Write A An Employee Training Manual:

Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **How To Write A An Employee Training Manual**

In a global inundated with screens and the cacophony of immediate conversation, the profound power and mental resonance of verbal art frequently diminish in to obscurity, eclipsed by the continuous assault of sound and distractions. Yet, nestled within the lyrical pages of **How To Write A An Employee Training Manual**, a charming perform of literary beauty that impulses with raw emotions, lies an unforgettable trip waiting to be embarked upon. Penned with a virtuoso wordsmith, this exciting opus courses visitors on a psychological odyssey, gently revealing the latent potential and profound affect stuck within the delicate web of language. Within the heart-wrenching expanse with this evocative examination, we shall embark upon an introspective exploration of the book is main themes, dissect their charming publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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