

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 Training Manual

M Carnoy



How To Write A Training Manual:

This book delves into How To Write A Training Manual. How To Write A Training Manual is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into How To Write A Training Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to How To Write A Training Manual
 - Chapter 2: Essential Elements of How To Write A Training Manual
 - Chapter 3: How To Write A Training Manual in Everyday Life
 - Chapter 4: How To Write A Training Manual in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of How To Write A Training Manual. This chapter will explore what How To Write A Training Manual is, why How To Write A Training Manual is vital, and how to effectively learn about How To Write A Training Manual.
 3. In chapter 2, the author will delve into the foundational concepts of How To Write A Training Manual. This chapter will elucidate the essential principles that need to be understood to grasp How To Write A Training Manual in its entirety.
 4. In chapter 3, this book will examine the practical applications of How To Write A Training Manual in daily life. This chapter will showcase real-world examples of how How To Write A Training Manual can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of How To Write A Training Manual in specific contexts. The fourth chapter will explore how How To Write A Training Manual is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about How To Write A Training Manual. The final chapter will summarize the key points that have been discussed throughout the book.
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