

Applicable Materials	Administrative Materials	Description	Comments
		– Examination results	
	Pre- and/or post-assessment exams	<ul style="list-style-type: none"> <li>Level 2 Learning – Pre- and/or Post-Assessment measures knowledge gained during the training</li> <li>Measures the achievement of learning objectives</li> </ul>	
	Sign In Sheet	<ul style="list-style-type: none"> <li>Participants document training attendance</li> </ul>	
Applicable Materials	Learner Materials	Description	Comments
	Activities and Exercises	<ul style="list-style-type: none"> <li>Provide immediate practice opportunity for new skills</li> <li>Allow instructor/facilitator to monitor transfer of learning and adjust pace</li> <li>May include scenarios or real-world examples</li> </ul>	
	Handouts	<ul style="list-style-type: none"> <li>Include pertinent course summaries to be used for reference during and after the course</li> </ul>	
	Job Aids	<ul style="list-style-type: none"> <li>Graphics, flow charts, process flows, checklists to be used for quick reference after the course</li> </ul>	
	Manuals	<ul style="list-style-type: none"> <li>Support course instruction</li> <li>Provide post-course reference</li> </ul>	
	Presentations	<ul style="list-style-type: none"> <li>Used to support verbal presentation</li> <li>Reach visual learners</li> </ul>	
	Visual aids	<ul style="list-style-type: none"> <li>Flip charts, posters to be used for posting frequently referenced training concepts</li> </ul>	
	Workbooks	<ul style="list-style-type: none"> <li>Provide post-course reference</li> </ul>	
Applicable Materials	Instructor Materials	Description	Comments
	Attendee list	<ul style="list-style-type: none"> <li>Allows instructor to prepare for and tailor group exercises to the number of participants</li> </ul>	
	Contact list	<ul style="list-style-type: none"> <li>List of important points of contact (e.g., training team members, computer and technology support, venue managers, dining and hotel information)</li> </ul>	
	Facilitator guides	<ul style="list-style-type: none"> <li>Provide clear guidance and procedural notes on the event timing, content, delivery style and delivery methods instructors/facilitators should follow</li> <li>Support consistent delivery from session to session and between different instructors</li> <li>Describes equipment and supply needs</li> <li>Background on a specific technical topic, guidance and questions to raise on role playing exercise</li> </ul>	

# It System Sample Training Plan Template

**Chao Zhang**



## **It System Sample Training Plan Template:**

## **It System Sample Training Plan Template** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has become much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **It System Sample Training Plan Template**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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