**Training Plan Project Grading Form**

**Use this form to grade FET assignments. Information can be copied and shared with participants when submitting grade.**

**Assignment1: Decisions, Decisions**

|  |  |  |
| --- | --- | --- |
| **Rubric** | | |
| **Component** | **Completed** | **Notes** |
| Training Topic |  |  |
| Core Content Subject Area  Should best match training topic. |  |
| Core Content Competency  *Listed and best matches training content.* |  |
| Core Content Competency Page Number  *List the page number where the Core Content Competency is located.* |  |
| Training Length |  |
| Training Level |  |
| Workplace Outcome  *Indicates what participants will do when they return to their workplace and related to training content.* |  |
| Skills  *List skills needed to implement Workplace Outcome* |  |
| Knowledge  *List knowledge needed to implement Workplace Outcome* |  |
| Skills and Knowledge Sequence List  *List skills and knowledge you will present in the order or presentation.* |  |
| Training Outcome  *Indicates what participants will do during the training and related to the training content.* |  |
| Training Title  *Clear, concise, related to training content.* |  |
| Needs Assessment  *Write at least 6 questions that will be included on your Needs Assessment.* |  |
| **All components must be completed satisfactorily in order to progress to the next section.** | | |

# **Training Plan – Part 1**

**Opening Component**

|  |  |  |
| --- | --- | --- |
| **Opening Component** | | |
| **Component** | **Completed** | **Notes** |
| Variety of Training Aids/Methods  *Uses a variety of ways to present content to provide variety.* |  |  |
| Within Recommended Timing  *Within 10-15% of the total training timing.* |  |
| Supports **P (preview)** of PACES™ |  |
| Supports **A (activate prior knowledge)** of PACES™ |  |
| **All components must be completed satisfactorily in order to progress to the next section.** | | |

# **Training Plan - Part 2**

**Content Delivery and Closing Components**

|  |  |  |
| --- | --- | --- |
| **Content Delivery Component** | | |
| **Component** | **Completed** | **Notes** |
| Variety of Training Aids/Methods  *Uses a variety of ways to present content to provide variety.* |  |  |
| Within Recommended Timing  *Within 60-70% of the total training timing.* |  |
| Supports **C (content)** of PACES™ |  |
| Supports **E (exercise)** of PACES™ |  |
| **Closing Component** | | |
| **Component** | **Completed** | **Notes** |
| Variety of Training Aids/Methods  *Uses a variety of ways to present content to provide variety.* |  |  |
| Within recommended timing  *Within 20-25% of the total training timing.* |  |
| Supports **S (big Summary)** of PACES™  *Summarizes the overall content of the session.* |  |
| Includes Transfer of Learning (TOL) activity. |  |
| Includes Evaluation of session.  *Include time needed during training for participants to complete and a blank copy of the evaluation.* |  |
| Copy of completed certificate |  |
| **All components must be completed satisfactorily in order to progress to the next section.** | | |