**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**

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| **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**

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| **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**

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| **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.** |