**Training Plan Outline**

**Step 1**: Conduct a needs assessment to determine the information for this training plan outline

**Step 2**: Propose a training **topic**:

* This information will come from the needs assessment and/or a conversation with the director requesting the training.

**Step 3**: Identify the **Core Content Subject Area** (CCSA) that best matches your training topic:

* This information can be found in the Professional Development Framework (PDF) on page Appendix 41-82 – there are seven different CCSA.
* You will choose one (possibly two) Core Content Areas that best reflect the information you have gathered from your Needs Assessment

**Step 4**: Determinethe **Level** of your training:

* This will be determined by the educational experience of the staff and the information you gathered from your Needs Assessment
* You can also reference the attached Levels of training

**Step 5**: Write out the single **Core Content *Competency*** that best represents your training content:

* This information can be found in the Professional Development Framework (PDF) beginning on page….
* You will look under the Core Content Competency that relates directly to the Core Content Area
* Identify the **page #** where the Core Content Competency is located. This will be helpful in recalling where you found the information

**Step 6:** Determine the **Length** of your training (# of hours):

* The length of your training will also guide the number of outcomes for your workplace outcomes and your training outcomes

**Step 7:** What is the ***Workplace* Outcome(s)** for your training topic?

* + The workplace outcome(s) are what the participant will be able to do once they return to the workplace. (think in terms of transfer of knowledge)

***Step 8:*** *Brainstor*m a list for the **Knowledge** (what do they need to know) you will need to incorporate into your training to ensure that participants are able to transfer the information to implement the Workplace Outcome(s):

***Step 9:*** *Brainstor*m a list for the **SKILLS** (things they will need to be able to do) to ensure that participants have the practical skills/practice to know how to use information to implement the Workplace Outcome(s):

**Step 10:** Prioritize the items on your two lists (**Knowledge and Skills**) by numbering them in the *sequence* that you think you will present them in your training, keeping in mind that knowledge is presented before the skill is practiced. Later on, you may decide not everything will fit in the time frame designated for this training.

**Step 11:** Develop the ***Training* Outcomes** for this training? What should the participants be able to do at the end of the training (are they able to list, recall, write, etc)

(2-3 Training Outcomes for a 2-hour training; and 3-4 Training Outcomes for a 3-hour training)

**Step 12:** Write a **Title** for your training:

* + The title should reflect verbage from your Workplace Outcomes i.e. Writing a lesson plan for Preschool Age Children Using Creative Curriculum.

**Step 13:** Write a brief **Description** of your training. This information will then go into ECE-TRIS when you input your data for the training. This will make searching for your training easier for a director to search and also choose if it is appropriate for the needs of their staff.

**Step 14:** Decide who this training is directed to (**Target Audience**). This information will come from the needs assessment. Not every training is appropriate for all staff.

-Infant/Toddler Staff -Directors/Administrators

-Preschool Staff -Head Start

-School Age Staff -Providers with children with Special Needs

-All Staff -New Staff

-Family Child Care

**Needs Assessment**  
Completing a Needs Assessment is an important part of the training process. This will enable you to find exactly what the training need is to ensure that the training you offer meets the needs of the program. A needs assessment can be done via phone, e-mail, or mail.

**Program Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact With:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Topic Needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who Needs the Training**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Participants:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why do they need the training/what is the situation that demands the training?**

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**How much do the participants know about the content materials?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What are the training needs/what would you most like to get out of this workshop**.

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**Are there any particular questions or concerns, dealing with the topic, which you would like addressed in the training?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**What are the expected benefits/what particular skills would you like to gain and/or improve upon after taking the training?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**When - time and approximate dates/time frame.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where – location.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Training Plan Worksheet** | | | | |
| Training Topic (based on Needs Assessment) | | Level of Training | | Length of Training |
| Core Content Area | Core Content Competency (pick one from the Professional Development Framework. List Page #.) | | | |
| Workplace Outcome | | | | |
| Knowledge  What will participants have to KNOW. | | | Skills What will participants have to DO. | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
| Training Outcomes | | | | |
| Training Title | | | | |
| Target Audience | | | | |
| Training Description | | | | |

**Training Plan** *Opening COMPONENT* *(10-15%)* **PA**CES

Opening component is the **PA** of PACES. This means that you will **P**review the topic and outcomes, and **A**ctivate Prior Knowledge about the topic.   
The opening component will generally include introductions, icebreakers, housekeeping, overview of training, and an opening activity.

Title:   
  
Date: Time: Number of Hours: Level of Training:

|  |  |  |  |
| --- | --- | --- | --- |
| **Opening Time**  List what tasks you will be doing during your opening time. | **Training Content** (what you are going to do – activities, discussion topics, etc.)  **Training Method**  (how are you going to teach this method – please refer to your FET binder for training method ideas) | **Training Aids:** (Materials, Equipment) | **Time Needed:** |
|  |  |  |  |

***Workplace* Outcome**:

**opening ComponeT TOTAL TIME:**

*CONTENT DELIVERY Component (60-70%)* PA**CEs**

Content delivery is the **CEs** of PA**CES**. This means that you will present **C**ontent about the topic, do **E**xercises to help practice skills around the topic, and short **s**ummaries to recap the knowledge and skills presented. The **s** is little, because this will be summary done at various points in the training, after **C** and **E** delivery. This is not the full **S**ummary in the Closing Component.   
Content Delivery will include most all of your training outcomes. It will include the knowledge you will be teaching participants and the exercises/activities to help them learn the skills.

Title:   
  
Date: Time: Number of Hours: Level of Training:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Training* Outcomes**  (list what training outcome you are addressing) | **Training Content** (what you are going to do – activities, discussion topics, etc.)  **Training Method**  (how are you going to teach the content – please refer to your FET binder for training method ideas) | **Training Aids:** (Materials, Equipment) | **Time Needed:** |
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**CONtent delivery ComponeNT TOTAL TIME:**

*CLOSING COMPONENT (20-25%)* PACE**S**

Closing component is the **S** of PACES. This means that you will provide a comprehensive **S**ummary of the entire training. Closing Component will include all of the wrap up activities: Final Q&A, Evaluation, Implementation Plan, transfer of learning activity, Summary Activity and final housekeeping.

Title:   
  
Date: Time: Number of Hours: Level of Training:

|  |  |  |  |
| --- | --- | --- | --- |
| **Closing Time**  List what tasks you will be doing during your closing time. | **Training Content** (what you are going to do – activities, discussion topics, etc.)  **Training Method**  (how are you going to teach this method – please refer to your FET binder for training method ideas) | **Training Aids:** (Materials, Equipment) | **Time Needed:** |
|  |  |  |  |

**Closing ComponeT TOTAL TIME:  
total Training Time:**