

# [Course Name]Training Plan

Course name	
Course code	
Assigned to	

## Course information

Delivery method	Choose an item.
New or update	Choose an item.
Duration in hours/minutes	
Course description	
Target audience	
Prerequisites courses (if applicable) and/or knowledge	
Resources, for example: Supporting documents <ul style="list-style-type: none"><li>Videos</li><li>Reference materials (e.g., vocabulary)</li><li>Supporting websites</li></ul>	
Additional notes	

## Course objectives

Lesson #	Name	Terminal learning objective
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

## Lesson outlines

### Lesson #: Name in sentence case

<b>Lesson overview/purpose</b>	
<b>Lesson terminal objective</b> Refer to the Course objectives.	
<b>Duration</b>	
<b>Lesson enabling objectives</b> List the specific, measurable learning outcomes that support the course objective.	
<b>Key topics</b> List the main concepts/tasks.	
<b>Activities</b> List instructional methods in the lesson, e.g., Demos, videos, hands-on exercises.	
<b>Resources</b> Identify materials needed, e.g., Workbooks, reference guides, job aids, and videos for this lesson.	
<b>Important notes</b>	