

[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">• Videos• Reference materials (e.g., vocabulary)• Supporting websites	
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

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