

TRAINING PROGRAM DESIGN TEMPLATE INSTRUCTIONS

Who uses this template:

Users of this template include:

- Internal and external training consultants
- Training and Learning Managers
- Trainers
- Instructional Designers

Users may be working in:

- public education institution undertaking vocational training
- private organization training employees in specific skills
- consulting organization supplying consulting services to third parties

When to use this template:

Use this template when:

- designing a structured training program following a needs analysis and as a precursor to training program development
- there is a need to document the results of the design activity

How to use this template:

1. Copy the template and this guide to your computer
2. Read this guide (explanatory text is shown in blue)
3. Delete items in the template not relevant to your project
4. Save the template file with your own project name
5. Modify headers and footers in the template to suit your organization
6. Work through and complete each section of the template using this guide
7. To maintain integrity of Table of Contents, use existing three levels of headings: Heading 1, Heading 2 and Heading 3
8. To update the Table of Contents, place cursor inside Table and press **F9**
9. Save the template file with your own project name
10. Print the final document (set paper size to your own media, e.g. Letter or A4)

MY COMPANY

TRAINING AND DEVELOPMENT PROGRAM

PROJECT NAME

TRAINING PROGRAM DESIGN

TEMPLATE GUIDELINES

Version 2.0

01-Mar-11

DOCUMENT STATUS	
Version Number:	0.1 to 0.9 for draft versions, 1.0 upwards for released versions
Status:	Draft, Released, Controlled or Obsolete
Author:	The main author of this document
Release Date:	The date this document was officially released
Circulated To:	The names of the recipients of this document

VERSION HISTORY				
Version	Status	Date	Author	Change
0.1	Draft	22-Mar-11	Joe Bloggs	Initial draft
1.0	Controlled	4-Apr-11	Joe Bloggs	Initial released
				Brief description of the changes to the document from the previous version

DOCUMENT APPROVAL

This section is to be used as a sign-off sheet for the document.

All senior project personnel to sign-off the document in the area below.

Name	Position Title	Signature	Date
John Steele	Production Manager
Henry Houdini	Quality Manager
Jo Stalin	HR Manager
	
	
	
	
	
	
	
	
	

TABLE OF CONTENTS

To update the Table of Contents, click anywhere inside the table and press **F9**.

1	EXECUTIVE SUMMARY	7
2	INTRODUCTION	8
2.1	Purpose	8
2.2	References	8
2.3	Scope.....	8
2.3.1	Included.....	8
2.3.2	Excluded	8
3	CURRENT SITUATION	8
4	PROGRAM OBJECTIVES	8
4.1	Organization/Organizational Unit Objectives.....	8
4.2	Training Program Objectives	9
5	SOLUTION CONSTRAINTS.....	9
6	RESOURCE REQUIREMENTS	9
6.1	Funding and Labor Source	9
6.2	Development Costs	9
6.3	Implementation Costs	10
6.4	Evaluation Costs.....	10
6.5	Development Schedule	10
6.6	Implementation Schedule	10
6.7	Evaluation Schedule	11
7	COMMUNICATION STRATEGY	11
8	PROGRAM DESIGN.....	11
8.1	Design Model.....	11
8.2	Terminal Learning Outcomes	12
8.3	Program Duration	12
8.4	Participants	12
8.5	Special Needs.....	12
8.6	Learning Styles	12
8.7	Mandatory/Recommended Participation	13
8.8	Program Format.....	13
8.9	Mode of Delivery.....	13
8.10	Subject Matter Experts	13
8.11	Prerequisites.....	13
8.12	Content Structure and Sequence	13
8.13	Participant Practice and Feedback.....	14

8.14	Assessment	14
8.15	Remedial Actions	15
8.16	Program Evaluation	15
8.17	Transfer of Learning	15
9	IMPLEMENTATION REQUIREMENTS.....	16
9.1	Proposed Milestones	16
9.2	Training Administration.....	16
10	TRAINING PROVIDER SELECTION CRITERIA	16
11	RISKS, ASSUMPTIONS AND ISSUES.....	17
11.1	Risks	17
11.2	Assumptions	17
11.3	Issues	17
12	APPENDIX.....	18

1 EXECUTIVE SUMMARY

Current Situation

Explain briefly the current situation and how this precipitated the training and development need.

Program Objectives

Explain briefly the objectives of the organization or organizational unit that the proposed training and development program is designed to assist in achieving. Also explain briefly the subsidiary objectives of the proposed training and development program itself.

Scope

Briefly outline the scope of the proposed solution; what is included and what is not included in the proposed program.

Solution Constraints

State briefly the constraints to the training program's design and implementation.

Summary of Program Design

Briefly describe the overall program design. Include a diagram showing how the various parts of the program are interrelated if this will assist understanding.

Resource Requirements

State briefly the resource requirements in terms of funds and labor for the development, implementation and evaluation phases of the project.

Implementation Requirements

State briefly the project milestones, implementation needs and post-training transfer requirements.

Potential Risks

Identify the major areas of potential risk in developing, implementing and sustaining the impact and effectiveness of the training and development program.

2 INTRODUCTION

2.1 Purpose

State the purpose of this document including its intended audience.

2.2 References

List here references to other documents. Other references may include business case, training needs analysis and design standards.

2.3 Scope

2.3.1 Included

Describe what is included within the boundaries of the project. Consider career levels, departmental units, geographical locations and training support structures. Use itemized points and be specific about what the training intervention includes.

2.3.2 Excluded

Describe what is NOT included within the boundaries of the project. Consider any items that could be assumed to be included but have been excluded. Where possible, state the reason for exclusion. Use itemized points and be specific about what the intervention excludes.

3 CURRENT SITUATION

Define the existing work environment, with special emphasis on the area in which the proposed solution will operate. Document here the reasons for proposing the training intervention and briefly explain the effect the current situation is having. Source documents may include the Business Case, Project Definition and Project Plan.

4 PROGRAM OBJECTIVES

4.1 Organization/Organizational Unit Objectives

State briefly the overall organization or organizational unit objectives in designing and delivering the proposed program. Consult the Training Needs Analysis and Project Plan documents for this information. Templates to assist you complete these documents in a structured manner are available from the Business Performance Pty Ltd website at www.businessperform.com.

Objectives may be such things as:

- reduced error rates
- improvement in staff morale
- higher productivity
- lower project lead time

The objectives will need to be specific to the program, measurable and timed.

4.2 Training Program Objectives

List here the objectives of the training and development program itself. Consult the Training Needs Analysis and Project Plan documents for this information.

These objectives are more learning and development focused and are narrower than the organization or organizational unit objectives that they serve to assist in attaining. The program objectives will also serve as a measure of the success of the program. If this information is not available, you will need to construct the objectives yourself.

Program objectives may include the following:

- participant satisfaction with the program
- number of participants completing program
- raw participants' scores in assessment tasks
- level of new skills usage in the workplace
- number of coaches developed

Ensure that the objectives specified are specific to the program, measurable and timed.

5 SOLUTION CONSTRAINTS

List here constraints to the training program's design and implementation. These constraints will influence the design of the solution. This can save time and money, preventing people investigating further options that may be unacceptable in the long run. The restrictions stated at this stage must be absolute restrictions and not preferences.

Solution constraints may include:

- budget
- time of year for training sessions (financial year end)
- time of day/night for training sessions (shift workers)
- duration that participants may be released from work
- location of training sessions

6 RESOURCE REQUIREMENTS

List here estimated costs and labor amounts required for the development, implementation and evaluation phases of the project. Specify also the tolerance level of any cost or labor estimates.

6.1 Funding and Labor Source

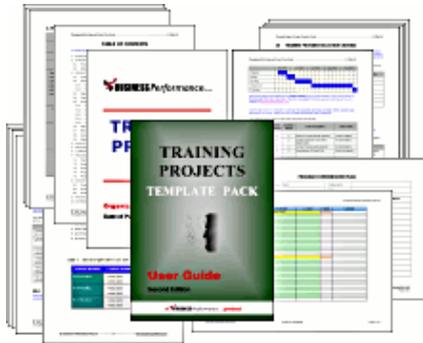
State here the cost center/s to which program costs will be attributed and the sources of internal and external labor.

6.2 Development Costs

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Plan

1. Training Project Definition Template/Guide
2. Training Project Plan Template/Guide
3. Program Communication Plan Template

Analyze

4. Training Needs Analysis Template/Guide
5. Training Needs Analysis Worksheet

Design

6. Training Program Design Template/Guide

Develop

7. Learning Outcomes Template
8. Training Manual Template
9. Training Session Plan Template

Implement

10. Training Schedule Spreadsheet
11. Meeting Agenda Form
12. Meeting Minutes Form

Evaluate

13. Project Scorecard
14. Post-implementation Review Form

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