Your Company Name

Training Plan

Date

Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

1 Overview

1.1 Introduction

Provide the purpose and intent of the training plan, which may be to support the maintenance and use of a specific System or Application.

Provide a brief description of the System or Application and the reason for its use if applicable.

1.2 Scope

Provide information about the courses that will be included in the training plan and what will be excluded from training. Indicate the audience and level of training (e.g., novice or advanced technical, administrative or general users):

2 Training

2.1 Training Approach

Provide information about the trainer (e.g., vendor or training department) and the tools and techniques that will be used during training. These include the following, e.g.,

- *Classroom training*
- *Presentations*
- *Hands on demonstrations*
- *Exercises.*

2.2 Training and Environment Requirements

Provide information about the training and environment requirements.

Topic	Description
Location	*Training will be performed onsite at the New York City headquarters location.*
Classroom	*The training room will contain the appropriate personal computer and presentation equipment for up to 8 students.*
Training Period	*During the last 2 weeks of Dec 2008*
Training Courses	*Two courses totaling 6 days.* o *Technical Support Training (4 days)* o *User Training (2 days).*
System Environment	*Training will be performed in a stable functional / integration environment. Personal computers will include technical and administrative modules / functions with remote access.*
Technical Student Skills	*Student personnel include developers and engineers.*
Lunch	*Students will be provided sufficient time to access the cafeteria for lunch.*

Note: The Trainer needs at least a half-day at the site prior to initial training to set-up the training environment.

2.3 Training Courses

2.3.1 Training

Provide information about the specific training:

- *Objective of the training course and the level of skill and understanding in the functions required.*
- *Topics or functions the course will review and cover.*
- *How long the training will last and the type of training, e.g., presentations along with demonstrations and exercises on a functioning system.*
- *Training prerequisites, e.g. familiar with Microsoft Client and Server technologies, an understanding of the corporate network topology and bandwidth.*

2.3.2 Technical Support Training Course Topics

Course Topic	Details
Introduction (15 min)	• *About the software* • *Agenda and training logistics*
Architecture (45 min)	• *Overview of architecture* • *Message flow* • *Dataflow* • *Technologies*
Design (30 min)	• *Components review* • *Scope of system*
Etc.	

2.3.3 User Training Course Topics

Course Topic	Details
Introduction (15 min)	• *Agenda* • *Role of searching*
Overview (15 min)	• *Data management console features* • *Toolbars* • *Configuration*
Basic Searching (30 min)	• *Wildcards* • *Search fields*
Exercise: Building a Search (15 min)	• *Selecting various search options*

2.4 Training Schedule

The following table displays the training courses to be provided.

Training Course	Start	Finish

Approval and Signoff

The following table displays approval information.

Role	Approver	Date and initial
Program Manager		
Product Managers		
……..		
……..		
Vendor		

3   APPENDIX