

## 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

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| **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 |
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| **VERSION HISTORY** |
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|  |  |  |  | Brief description of the changes to the document from the previous version |
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**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.

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| --- | --- | --- | --- |
| **Name** | **Position Title** | **Signature** | **Date** |
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| Henry Houdini | Quality Manager | ......................................... | .................... |
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## 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.

## INTRODUCTION

## Purpose

State the purpose of this document including its intended audience.

## References

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

## Scope

### 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.

### 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.

## 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.

## PROGRAM OBJECTIVES

## 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](http://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.

## 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.

## 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

## 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.

## 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.

## Development Costs

Purchase our **Training Projects Template Pack** to see all of the training project design document sections.

### For a *customizable* version of this template and full instructions for completing a training project design document, check out our popular **Training Projects Template Pack**. This template is simply one of a comprehensive set of form templates and guides included within the Template Pack.

Our **Training Projects Template Pack** helps you manage training program design, development and delivery through all phases of your training project. Rely on the experts to have you presenting a professionally presented and complete report, form or analysis in no time. The pack includes a comprehensive User Guide, instructions for each template and **BONUS** project measuring and reporting tool.

### The templates and guides included in the pack are:

#### Plan

**What our customers say ...**

**“***These template packs have been absolutely wonderful for me. They've enabled my training projects to be delivered on time and on budget.****”***

Billy Atta

Customer Education Specialist Konica Minolta Pty Ltd

**“***I found the templates and guides extremely helpful and very professional.****”***

Karen Cull

Training Consultant

**“***The templates, guides, and supplementary resources provide everything a training professional needs to ensure application of 'best practices'.***”**

Brenda M. Rodrigurez BMR Consulting

**“***I've been in the Learning and Development field for 14 years and have yet to find a more comprehensive toolkit.****”***

Tanya Ladd Corporate Trainer

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

#### Analyze

1. Training Needs Analysis Template/Guide
2. Training Needs Analysis Worksheet

#### Design

1. Training Program Design Template/Guide

#### Develop

1. Learning Outcomes Template
2. Training Manual Template
3. Training Session Plan Template

#### Implement

1. Training Schedule Spreadsheet
2. Meeting Agenda Form
3. Meeting Minutes Form

#### Evaluate

1. Project Scorecard
2. Post-implementation Review Form

Find out more and download the **Training Projects Template Pack** from [www.businessperform.com/training-project-pack](http://www.businessperform.com/training-project-pack)