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**Employe Training Development Plan**

# Training Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overview**

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# Audience

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# Training Goals

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# Learning Needs

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# Learning Outcomes

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# Content Scope

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# Constraints and Risks

List all constraints on the training project. List concerns that could impact project success (risks).

# Learning Solutions

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# Learning Assessment

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# Training Evaluation

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# Learning Activities

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# Human Resources

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# Learning Resources and Tools

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# Milestones and Schedule

*Assessment plan complete*

*Scheduling of all human, technical, and facility resources*

*Learning resources developed or adapted Training delivered (begin date/end date) Training evaluation complete*

*Project Plan completed Learning needs assessed*

*Learning outcomes reviewed and approved Content outline developed*

*Learning activities designed*