

Training Session Plan Template

Training Content

Key points of Training Content	Training Approach	Training Tools	Time	Learning Objective	Evaluation

Use this Template to plan and document your training. See sample plan below.

Sample Plan

Key points of Training Content	Training Approach	Training Tools	Time	Learning Objective	Evaluation
Demonstrate the use of a tape measure	Blended-learning	Hands-on & Cope University	30 min	To correctly use a tape measure	Observation & Cope U Quiz.