

# Training Design Plan

Use this worksheet as a tool to help you plan your training. Complete each of the 3 sections below in the order they appear to maximize learning for your team.

## Step 1 - Identify the OUTCOMES

*What measurable and observable change or result you want to see in the learner's on-the-job behavior? (EX: "As a result of this training, learners will greet all customers according to company standards every time.")*

## Step 2 - Develop the ASSESSMENTS

*How will you know when they've mastered the outcomes above? Figure out how you will measure that they've actually reached the outcome, either during the training or after the training when they're on-the-job. (EX: "Manager will observe the learner properly greeting customers on 3 consecutive days.")*



### **Step 3 - Build the LEARNING**

*Now that you know what your learners should be able to do on-the-job and how you'll know when they can do it, it's time to plan the learning experience that will guide them to those outcomes. List the topics, case studies, and activities that will be essential to their learning in bullet form below:*