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An Outline For Creating An Instructional Design Document ...

Different training programs address varying needs, budgets and desirable outcomes. Here's an overview of training program types to help you choose the most suitable one. Internal vs. Outsourced. Decide whether you want to design internal training programs, or hire a professional company to help train your employees.

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Download these Training Plan templates to outline the steps required to design, develop and deliver a training program. The templates, checklists and forms will help you prepare the objectives, needs, strategy, and curriculum to be addressed when training users on a new or enhanced IT system. This Training Plan Template kit includes a 20 page MS Word template, 14 MS Word/Excel forms, as well as checklists, questionnaires, and spreadsheets to help you capture the scope, requirements ...

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The following templates are sample documents that already have some details of the instructional design process in place. These templates can be adapted to meet the needs of your training. Once the templates are completed, you can edit, save and manage the result as a Microsoft Word document. Project Description--Goal and Timeline Template (.DOC)

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... Here is a sample outline that consists of the key information required to prepare an Instructional Design Document. We can use any template or format that best caters to the requirement. 1. Project Context. Provide a short background to the course and its end objectives:

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A training development plan is a document containing all the various aspects of a training program in detail. In short, it provides a kind of guideline to help the trainees get an idea of what to expect from the initiative.

The design document specifies all the decisions made about the course up to this time, including: • Purpose of the course • Intended outcome of the course (performance improvement objectives and measures) • Audience description • Delivery method(s) • What to train • High level outline • Detailed lesson outlines • Objectives of each lesson • Assessments/exercises for each task

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That document also provides a Framework to Design Your Training Plan that you can use to document the various aspects of your plan. Design Your Learning Objectives Learning objectives specify the new knowledge, skills and abilities that a learner should ac-

complish from undertaking a learning experience, such as a course, webinar, self-study or group activity.

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Download the free training plan template here: Right click and 'save as' Fill in the key details about the training session such as the name/type of training, proposed dates, trainers and number of people in the training group. Compile a list of participants to be invited to the training session. Define the objectives of the training session.

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This template section may include the purpose of the training and goals the training was designed to accomplish. This training plan, developed by Ace Consulting, is designed to outline the objectives, requirements, strategy, and methodology to be used when providing Ace Agile Training.

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