Exercise

In teams, select an element of one project and create a Training Plan to address the following questions:

❑ **Who?**

  ➢ Who requires training?

  ➢ Who will provide the training (and create the training materials)?

❑ **What?**

  ➢ What topics or modules need to be covered?

  ➢ Should different modules be available for different audiences?

❑ **When?**

  ➢ When will training be conducted?

❑ **How?**

  ➢ In what format will the training be delivered?