

# **Training Design Document (Name of Training)**

## **High Level Design Template**



**Training Title:**

**Duration:**

<b>Goal(s)</b>	<b>Audience</b>
<p><i>The goal(s) of this training are/is to (insert goals):</i></p> <ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li></ul> <p><i>At the conclusion of this training, it is expected that (name of the intended audience) will be able to (insert measurable behaviors).</i></p>	<p><i>The audience for this training includes:</i></p> <p><b>Primary audience:</b></p> <p><b>Secondary audience:</b></p>
<b>Overall Instructional Strategy</b>	<b>Overall Evaluation Strategy</b>
<p><i>This training consists of the following components:</i></p> <ul style="list-style-type: none"><li>▪ <i>(Instructor Manual, Participant Guide and PowerPoint slides)</i> OR</li><li>▪ <i>(Storyboards)</i> OR</li><li>▪ <i>(PowerPoint slides with detailed Speaker Notes for Webinars)</i></li><li>▪ <i>Supporting handouts, articles, worksheets, etc.</i></li><li>▪ <i>Assessment and Satisfaction evaluation (L1 and L2)</i></li></ul>	<ul style="list-style-type: none"><li>▪ <b>Level 1 (Satisfaction):</b> <i>Collect results to determine participants' satisfaction with overall program.</i></li><li>▪ <b>Level 2 (Learning):</b> <i>Assess learning using a comprehensive performance assessment</i></li></ul>

**Training Outline**

<b>Module #</b>	<b>Module Name</b>	<b>Topics</b>	<b>Objectives</b>	<b>Notes and Source</b>	<b>Timing</b>
<b>DAY 1: (Total Training Time for Day 1)</b>					
<b>1</b>	(Insert the name of each module)	(Insert topics to be covered in each module)	(List learning objectives for each module)	(Include notes to include as the training is being developed; include the source documents with specific information)	(What is the estimated time to deliver the module?)
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>DAY 2: (Total Training Time for Day 2)</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					