# Training Activities Design Template

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation. Add rows as needed.

Training Objectives: [Insert training objectives]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Trainer | Activity | Room | Materials/ Audiovisuals | Training Objective (from those listed above) | Notes | Follow-Up Support Plan |
| [Insert TIME] | [Insert trainER] | [Insert ACTIVITY] | [Insert ROOM] | [Insert MATERIALS] | [Insert objective] | [Insert NOTes] | [Insert PLAN] |
| [Insert TIME] | [Insert trainER] | [Insert ACTIVITY] | [Insert ROOM] | [Insert MATERIALS] | [Insert objective] | [Insert NOTes] | [Insert PLAN] |
| [Insert TIME] | [Insert trainER] | [Insert ACTIVITY] | [Insert ROOM] | [Insert MATERIALS] | [Insert objective] | [Insert NOTes] | [Insert PLAN] |
| [Insert TIME] | [Insert trainER] | [Insert ACTIVITY] | [Insert ROOM] | [Insert MATERIALS] | [Insert objective] | [Insert NOTes] | [Insert PLAN] |
| [Insert TIME] | [Insert trainER] | [Insert ACTIVITY] | [Insert ROOM] | [Insert MATERIALS] | [Insert objective] | [Insert NOTes] | [Insert PLAN] |
| [Insert TIME] | [Insert trainER] | [Insert ACTIVITY] | [Insert ROOM] | [Insert MATERIALS] | [Insert objective] | [Insert NOTes] | [Insert PLAN] |