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The Training Plan provides a clear understanding of what must happen to meet the training requirements that have been defined, thus, end-users receive training in the knowledge, skills, and/or abilities required to support the new roles, business processes and/or technology.

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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. There are benefits and drawbacks to both in-house and outsourced training program types:

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