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- Delivery method(s)
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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.

An Outline For Creating An Instructional Design Document ...

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 accomplish from undertaking a learning experience, such

as a course, webinar, self-study or group activity.

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Training design can be easy to get wrong. Designing and producing an effective training session can be a really difficult task. Not only do you have to make sure the knowledge/skill/attitude you are training is factually correct but you also have to present it in a form which is easily digested by your learners.

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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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