

Purpose

The Training Tools Template houses the tools utilized by the Training Plan: ***Training Needs Assessment, Training Materials, and Training Curriculum***. Once completed these tools are utilized to roll out training to stakeholders per their learning needs in preparation for an impending change.

Training Needs Assessment - identifies gaps in the knowledge, skills, or abilities (KSAs) of impacted stakeholders compared to levels required to support and sustain the changes implemented.

Training Materials - content required for stakeholder development of new knowledge, skills and abilities. This can be made available printed or online in multiple forms including workbooks, exercises, courses, videos, and assessments.

Training Curriculum - defines the training courses that will be developed and delivered, including the associated learning objectives, sourcing options, delivery methods and course owners.

Considerations

Customized based on stakeholder needs per project

Revisit as the project evolves with updates to the training approach

Review tactics in the Change Impacts List to update Training Tools as needed

Completed By

This template is completed by the Training Lead.

Completed When

This template is completed during the ***3. Build OCM Strategy and Plans*** phase of the OCM Standards which aligns with FXPLC phase ***Initiation, Concept, & Planning***.

Stakeholder Groups	Size of Group	Required KSAS	Change Type	Key Learning Objectives
<i>Name of the stakeholder groups targeted for training</i>	<i># of people within the group that requires training</i>	<i>Identify the knowledge, skills, or abilities (KSAs) to be gained via training</i>	<i>Specify the type of change to which the training is applicable; People (roles, skills, knowledge), technology, business processes</i>	<i>Learning objectives for gaining the KSAs</i>

Note : Use the above tips to update per the project requirements.

Training Material	Description	Developer	Reviewer	Approver
<i>Type of content to be provided to stakeholders groups targeted for training</i>	<i>Detailed description of training material</i>	<i>Resource responsible for building the training materials</i>	<i>Resource responsible for reviewing the training materials</i>	<i>Resource responsible for making the final decision on the training materials</i>
Instructor classroom slides	Instructor classroom slides - support live (in-person or virtual) classroom sessions	Joe Jones	Sam Samuels	Mary T Moore
Quick Reference Guides	Job aid to remind users of key features, options, and methods of working with the new system	Joe Jones	Sam Samuels	Mary T Moore

Note : The above are examples only. Please update per the project requirements.

Curriculum	Module	Learning Objective	Delivery Method	Duration	Audience
<i>Name of training curriculum by target (e.g. role or learning goal)</i>	<i>Detailed description of training material</i>	<i>Specify objectives that support the curriculum</i>	<i>Specify the means or materials used deliver the curriculum to stakeholders</i>	<i>Estimated time to complete the training curriculum</i>	<i>Stakeholders targeted by the curriculum</i>
System Access	Login	How to login	Quick Reference Guide	5 mins	All system users System Access
System Access	Password Resent	How to reset password	Recorded e-Learning	10 mins	All system users

Note : The above are examples only. Please update per the project requirements.