# Training Delivery Description

The Training Delivery Plan provides change leads, sponsors, and project team members a practical guide for delivering training required to support business change initiatives.

The purpose of training delivery is to facilitate the implementation of training required to support business change initiatives while ensuring that the participants feel confident, competent, and motivated to apply new learnings in their day-to-day performance.

The primary steps in training delivery include:

1. Schedule training dates
	* Define training dates
	* Identify instructors
	* Reserve training rooms (or online training tool)
2. Register or track participants
	* Communicate training dates
	* Register or track participants
	* Produce training materials
	* Confirm training details with participants
3. Manage logistics
	* Confirm facility/online tool
	* Validate/test equipment
4. Conduct training
	* Conduct training
	* Validate attendance
	* Track learning requirements completion
5. Provide post-training support
	* Share job aids
	* Send training evaluation
	* Provide additional training or support resources

# Instructions

1. The training delivery template provides a “self-service” tool for users to confirm their training sessions and times
2. Add the course information to the course list tab.
3. Add team members to the team members tab.
4. Map training participants to courses in the training summary tab.
5. Share the worksheet with participants, referencing the first tab (“Start Here”) for instructions.