# IT Training Plan

*Purpose:* This document outlines the training objectives, content, schedules, and responsibilities involved in enhancing the IT capabilities of staff or end-users. It serves as a reference for planning and tracking IT training activities and ensuring alignment with organizational goals.

## Training Overview

**Training Name:** {trainingName}

**Target Audience:** {targetAudience}

**Prepared By:** {preparedBy}

**Date:** {date}

## Training Objectives

{#objectives}

* {objective}

{/objectives}

## Training Modules

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Title** | **Description** | **Duration** | **Trainer** |
| {#modules}{moduleTitle} | {description} | {duration} | {trainer}{/modules} |

## Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Topic** | **Trainer** |
| {#schedule}{date} | {time} | {topic} | {trainer}{/schedule} |

## Participants

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Role** |
| {#participants}{name} | {department} | {role}{/participants} |

## Required Resources

{#resources}

* {resource}

{/resources}

## Evaluation Methods

{#evaluationMethods}

1. {method}

{/evaluationMethods}

## Approval

**Approved By:** {approvedBy}

**Approval Date:** {approvalDate}