

Training Planner & Agenda

Training Title

Insert title here

Author: [Name]

Time Allotted

Example: 60 min

Audience *(Who should participate in this session?)*

- *Insert target audience(s) here*

Purpose *(Why do people care about participating?)*

Insert purpose here

Targets *(What will participants be able to do as a result of the session?)*

- *Insert target here*
- *Insert target here*

Resources *(what we used and/or what we'll share with participants)*

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Training Planner & Agenda

Agenda

- 1. Welcome**
 - a. Facilitator intros
- 2. Session guidelines & norms**
- 3. Explanation of Purpose & Targets**
- 4. Activity:**
 - a. Details:
 - b. Assessment:
- 5. Activity:**
 - a. Details:
 - b. Assessment:
- 6. Activity:**
 - a. Details:
 - b. Assessment:
- 7. Wrap-up**
 - a. Target recap
 - b. Q&A

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Example

Training Title

How to clean large office windows

Author: Mariah Keene

Time Allotted

30 min

Audience *(Who should participate in this session?)*

- *New members of the office window washing squad*

Purpose *(Why do people care about participating?)*

This training will teach you our super top-secret method for cleaning even the filthiest of windows and transforming them into crystal clear windows to souls! Clean windows equals happy customers, and you'll know exactly how to make that happen.

Targets *(What will participants be able to do as a result of the session?)*

- *Use a telescopic pole and extendable squeegee.*
- *Choose the right solutions based on the 3 levels of grime.*
- *Follow our top-secret 3-step window cleaning process.*

Resources *(what we used and/or what we'll share with participants)*

- *The 3-step Super Clean method by Mariah Keene*
- *Training videos*

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Agenda

- 1. Welcome**
 - a. Facilitator intros
- 2. Session guidelines & norms**
- 3. Explanation of Purpose & Targets**
- 4. Activity: Intro to the tools discussion**
 - a. Have team members identify key window-washing tools and discuss general use together.
 - b. Assessment: Individual tool identification sheet. Match the tool to the purpose.
- 5. Activity: Window washing skills check?**
 - a. Detail: Set up dirty windows in the back lot and break new team members up into groups of 2 and have them take turns showing how they wash windows.
 - b. Assessment: Observe and provide feedback
- 6. Break!**
- 7. Activity: Hands-on instruction on our top-secret 3-step window-washing process**
 - a. Details: Walk through each step and have all team members follow along with their own tools and solutions.
- 8. Activity: Open Practice time**
 - a. Details: team members practice the 3 steps in preparation for their final test.
- 9. Assessment: Final test aka The Big Wipe!**
 - a. Details: each team member walks through the 3 steps to properly clean a window while a senior team member observes, checks quality, and provides correction where needed.
- 10. Wrap-up**
 - a. Target recap
 - b. Q&A