

## 1 Impact

What is the impact of the product, tool or service the training is needed for?

[TYPE HERE]

*Describe the product, tool or service and its intended impact. Why do you care about training? Why is it your responsibility to develop this training?*

*Practical need*

*Do you have a practical training request? In this case describe how this practical need has been collected and/or mapped. For example: did users ask for training?*

*Strategic need*

*Is your training part of a larger strategic goal? If so, you can use the [Capacity Building Playbook](#) for a fundamental determination of the intended impact and the corresponding training needs.*

## 2 Users and use cases

Who will use the product and service and to what end?

| Type of user                                                                                                                                                                                | Use case                                                                                           | Group size                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <p>[TYPE HERE]</p> <p><i>In what role(s) will the user make use of the product, tool or service? What are their responsibilities and why should they care about receiving training?</i></p> | <p>[TYPE HERE]</p> <p><i>For what purposes will the user use the product, tool or service?</i></p> | <p>[TYPE HERE]</p> <p><i>How many potential users are there of this type?</i></p> |
| <p>[TYPE HERE]</p> <p><i>For scalability: is there a need to train trainers? If so, include those as users and their use cases too.</i></p>                                                 |                                                                                                    |                                                                                   |

## 3 Intended learning outcomes

Copy the identified users from the table above. Based on the intended use, what is it that users need to learn?

| Type of user | Intended learning outcomes                          | Delivery                                            | Measurement of goals                         |
|--------------|-----------------------------------------------------|-----------------------------------------------------|----------------------------------------------|
|              | <p>[TYPE HERE]</p> <p><i>What skills and/or</i></p> | <p>[TYPE HERE]</p> <p><i>In what way can or</i></p> | <p>[TYPE HERE]</p> <p><i>How can the</i></p> |

|  |                                                                                                                                    |                                                                                                                                     |                                    |
|--|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|  | <i>competencies will be trained?<br/>What do people need to remember, understand, be able to apply, analyse, evaluate, create?</i> | <i>should the training be delivered (in person, online, instructor-led, self paced). Is there a business case for the training?</i> | <i>learning goals be measured?</i> |
|  |                                                                                                                                    |                                                                                                                                     |                                    |

## 4 Learning Pathway

Is this training part of a learning pathway? A learning pathway is a chosen route taken by a learner through a range of learning activities, which allows them to build knowledge progressively. The table below can be used for a low level learning pathway if none is available. Please share a link if a more detailed pathway is already available.

| Type of user/use case                                                                                                                                                   | Requirements / prior training                                                                                                                                                 | Follow up                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| [TYPE HERE]<br><i>Did you describe different users and use cases above?<br/>If so: it might be good to think about learning pathways for each user and/or use case.</i> | [TYPE HERE]<br><i>Are there any requirements of skills, knowledge or competencies that potential trainees must or should have before they can take part in this training?</i> | [TYPE HERE]<br><i>Are there follow up opportunities after this training?</i> |
|                                                                                                                                                                         |                                                                                                                                                                               |                                                                              |

## 5 Training material

### 5.1 Existing training material

| Existing training material                                                                                                                                                                                                                     | Effectiveness and barriers                                                                                                                                               | Challenges                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| [TYPE HERE]<br><i>Is there already existing training material available? How was this delivered before? Or is there material available that can possibly be remixed for training purposes? If possible, include links to existing material</i> | [TYPE HERE]<br><i>If yes, how effective was it? What barriers were stopping people from performing? How will development of new training materials solve that issue?</i> | [TYPE HERE]<br><i>If not, do you anticipate any challenges in developing and/or rolling out new training?</i> |
|                                                                                                                                                                                                                                                |                                                                                                                                                                          |                                                                                                               |

### 5.2 New training material

Please review the tables above, especially the “Delivery” column in the Intended Learning Outcomes and the “Effectiveness” in the Existing Training Material. Please describe, based on this information, what new training material needs to be developed. New training materials can also imply converting existing materials into new formats, for example creating videos based on existing documentation.

| Needed training material                                                                                                                                                                                                                                                              | Update frequency                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| [TYPE HERE]<br><i>What kind of training material will need to be developed? Think of user guides, written instructions, instruction videos, exercises, quizzes, training slide decks, facilitators guides, train the trainer sessions. Please make a new line for every resource.</i> | [TYPE HERE]<br><i>How often should this resource be updated?</i> |
|                                                                                                                                                                                                                                                                                       |                                                                  |

## 6 Timeline and actions

Copy the table below for each identified training resource mentioned above. The stages for development are:

1. Template review: discuss this development plan with other stakeholders and or training development support.
2. Alpha version: Written documentation and exercises, with illustrations and pictures in one language.
3. Beta version: Above reviewed by internal users and/or experts plus any video production. This includes any needed checks of language, brand guidelines, etc.
4. V1 public version: Above reviewed with external users and published publicly accessible . This includes any needed checks of marketing material of the training resources.

| Resource <i>Name of the resource</i> |          |                                                                                                                                                              |                                                      |
|--------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Stage                                | Deadline | Comments                                                                                                                                                     | Team                                                 |
| Template review                      |          |                                                                                                                                                              | [TYPE HERE]<br><i>Who is involved in this stage?</i> |
| Alpha                                |          |                                                                                                                                                              |                                                      |
| Beta                                 |          | [TYPE HERE]<br><i>Take into account that this stage requires internal review of the resources and should include the preparation time for these reviews.</i> |                                                      |
| V1 Public                            |          | [TYPE HERE]<br><i>Take into account that this stage requires external review of the resources and should include the preparation time for these reviews.</i> |                                                      |

## 7 Contact details

Add the contact details of people involved in the development of the training.

| Name | Email | Other contact details |
|------|-------|-----------------------|
|      |       |                       |
|      |       |                       |