

Tool 6/7a
Training and Performance Design
Specifications

_____ Training Department
Draft: _____

This is principally an internal training department document. Clients are not usually interested in much of the detail in Part B through Part D of this document. However some of it may be of interest. So, parts of the design document (or all of it) may be shared with the client as necessary. The project manager has final approval authority on behalf of the client. The Performance Alignment Contract (PAC) is considered a permanent part of this document. The PAC (the agreement with the client) is the controlling document for the entire Training and Performance Process.

TEMPLATE: Training and Performance Design Specifications

Training Project	_____ <i>Project name</i>
Original Author(s)	_____ <i>Name, Instructional Designer</i>
Author's Department/Group	_____ <i>Name of department</i>
Final Approval Required By	_____ <i>Approver's name (project manager)</i>

I concur with the training and performance recommendations described in this document.

Approver (Name): _____ *Date:* _____

Approver (Name): _____ *Date:* _____

Approver (Name): _____ *Date:* _____

Part A: Performance Align PAC document (not shown in this document, see Chapter Six)

Part B: Training Program Profile – provides overview of key parts of the training project.

Part C: Development Timeline – provides timeline for development of each module and support components.

Part D: Training Delivery Implementation Plan – provides detail delivery timetable and other logistical information

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Part B: Training and Performance Profile

Project: _____ **Content Area:** _____ **Date:** _____

	a. Training Module	b. Objectives	c. Training Mode	d. Learning Assessment Strategy	e. Pre-Requisites and Pre- engagement Action	f. Contact Hours	g. No. of sessions	h. Audience	i. Trainer(s)	j. Job Experts
1										
2										
k.	AMR Strategy									
l.	Transfer Action									

Part C: Development Timeline

Project: _____ **Content Area:** _____ **Date:** _____

	a. Training Module	b. Module Support Component (Guiding Objectives, enabling objective, pre-engagement action, assessment or test instruments, media, e-support, role play scenarios, expert content review, supplier support, etc.)	c. Version # and Completion Date of Module	d. Transfer Action and Strategy and AMR Strategy Completion Date	e. Train-the-Trainer (room reservation and location)	f. Pilot session begins (room reservation and location)	g. Training sessions begin (room reservation and location)
1	<i>Name of Module</i>	<i>Name of Support Component</i>	<i>Date</i>	<i>Date</i>	<i>Date and Location</i>	<i>Date and Location</i>	<i>Date and Location</i>

Part D: Training and Performance Delivery Implementation Plan

Project: _____ **Content Area:** _____ **Date:** _____

	a. Training Module	b. Population Size & Department	c. Date Training sessions begin	d. Date Training sessions end	e. Suggested class size (min and max)	f. Length of Class and Number of classes	g. Audio/ Visual Required	h. Printed Material Required	i. Room Set-up	j. Facilitator s / Instructors	k. Delivery and Work Setting Execution		
											Pre-engagement action	AMR Strategy	Trigger the Transfer Strategy
1	<i>Name of Module</i>	<i>How many people to be trained and name of the department</i>	<i>Date</i>	<i>Date</i>	<i>XX to XX</i>	<i>Number of hours per class offering and Number of times to be offered</i>	<i>Example: LCD Overhead Flipcharts Computer support</i>	<i>Example: Handouts Assessments Evaluations Posters</i>	<i>Example: Theater style Classroom style Small round tables (teams of 4) U Shape</i>	<i>Names of facilitators for each module</i>	<i>Date participants notified about work to be completed prior to program and who will notify</i>	<i>Date AMR strategy initiated and who will initiate it</i>	<i>Date transfer strategy initiated and who will initiate it</i>
2													
3													
4													
5													
1.	Transfer Strategy Implementation Plan and Timeline:						<i>Document transfer strategy here and specify timeline.</i>						