

**TRAINING PLAN**

***OPENING COMPONENT (10-15%) PACES***

Opening component is the **PA** of PACES. This means that you will **P**review the topic and outcomes, and **A**ctivate Prior Knowledge about the topic. The opening component will generally include introductions, icebreakers, housekeeping, overview of training, and an opening activity.

**Title:**

**Date:**

**Time:**

**Number of Hours:**

**Level of Training:**

**Workplace Outcome:**

<b>Opening</b> List what tasks you will be doing during your opening time.	<b>Training Content</b> (what you are going to do – activities, discussion topics, etc.) <b>Training Method</b> (how are you going to teach this method – please refer to your FET binder for training method ideas)	<b>Training Aids:</b> (Materials, Equipment)	<b>Time Needed:</b>

**OPENING COMPONENT TOTAL TIME:**

CONTENT DELIVERY COMPONENT (60-70%) PACEs

Content delivery is the **CEs** of **PACES**. This means that you will present **C**ontent about the topic, do **E**xercises to help practice skills around the topic, and short summaries to recap the knowledge and skills presented. The **s** is little, because this will be summary done at various points in the training, after **C** and **E** delivery. This is not the full **S**ummary in the Closing Component.

Content Delivery will include most all of your training outcomes. It will include the knowledge you will be teaching participants and the exercises/activities to help them learn the skills.

**Title:**

**Date:**

**Time:**

**Number of Hours:**

**Level of Training:**

<b>Training Outcomes</b> (list what training outcome you are addressing)	<b>Training Content</b> (what you are going to do – activities, discussion topics, etc.) <b>Training Method</b> (how are you going to teach the content – please refer to your FET binder for training method ideas)	<b>Training Aids:</b> (Materials, Equipment)	<b>Time Needed:</b>

**CONTENT DELIVERY COMPONENT TOTAL TIME:**

CLOSING COMPONENT (20-25%) PACES

Closing component is the **S** of PACES. This means that you will provide a comprehensive **S**ummary of the entire training. Closing Component will include all of the wrap up activities: Final Q&A, Evaluation, Implementation Plan, transfer of learning activity, Summary Activity and final housekeeping.

**Title:**

**Date:**

**Time:**

**Number of Hours:**

**Level of Training:**

<b>Closing</b> List what tasks you will be doing during your closing time.	<b>Training Content</b> (what you are going to do – activities, discussion topics, etc.) <b>Training Method</b> (how are you going to teach this method – please refer to your FET binder for training method ideas)	<b>Training Aids:</b> (Materials, Equipment)	<b>Time Needed:</b>

**CLOSING COMPONENT TOTAL TIME:  
TOTAL TRAINING TIME:**