



## **About this Training Plan Template**

This document was created in as part of the NACCHO Project Public Health Ready Thurston County, WA pilot site activities. Project Public Health Ready is a collaboration of the National Association of City and County Health Officials (NACCHO), the Center for Health Policy at the Columbia University School of Nursing, and the Centers for Disease Control and Prevention (CDC). The project's mission is to prepare local governmental public health agency staff to respond and protect the public's health through a voluntary program combining competency-based training with agency certification.

This template is a draft document that has been modified for distribution as a working draft sample template of a training plan for public health preparedness and readiness.



**Northwest Center for Public Health Practice**  
Promoting excellence in public health practice  for 20 years.

## Education/Training and Exercise Plan Template

Date

Organization Logo, Other Identifying Information



**Person(s)/Team Writing Plan** (include all contact information):

**Sponsors of Plan** (could be Executive, Administrative, both or Other):

**Person(s)/Team Responsible for Execution/Implementation of Plan**

(Outline Responsibility and Role of each person listed):

**Key Departments/Staff involved or affected by Plan:**

**Background:**

**Business Need:**

**Mission/Values/Purpose/Goals for the Plan:**

**Assessment:**

Provide a brief description of the assessment method used and purpose - link to your Assessment Report as Appendix A

**Scope of Plan:**

**Outside of Scope:**

**Length of Plan:**

**Training Matrixes:**

Summary/Recommendations:

Overarching Training Recommendations



***Training Summary Matrix***

Training Topic	Competency Addressed	Suggested Target Audience	Course Name	Delivery Method and Availability	Priority



Detailed Training Plan Matrix for \_\_\_\_\_

Training Topic	Competency Statement Addressed	Overall Rank Per Survey	Primary Target Audience	Secondary Target Audience	Partner Agencies	Course/Exercise Title	Source of Course/Training	Learning Objectives	Outcome Level Awareness Understanding (can apply) Mastery (could teach)	Delivery Method	Dates Available/ Release Date	Progression (linkage to further courses/exercises)











Timeline of Training and Exercises for \_\_\_\_\_

**Year 1:**

Course Title/ Sponsor	Target Audience	Nov 2003	Dec 2003	Jan 2004	Feb 2004	March 2004	April 2004	May 2004	June 2004	July 2004	August 2004	Sept 2004	Oct 2004
		Date/Time: Location			:								

**Year 2:**

Course Title/ Sponsor	Target Audience	Nov 2004	Dec 2004	Jan 2005	Feb 2005	March 2005	April 2005	May 2005	June 2005	July 2005	August 2005	Sept 2005	Oct 2005
		Date/Time: Location:											



**Communication Plan Matrix for \_\_\_\_\_**

COURSE TITLE/OFFERING	AUDIENCE	MESSAGE	METHOD	WHEN/HOW OFTEN	RESPONSIBLE

**Evaluation:**

What method of evaluation is being used to determine the success of the overall plan? How often will evaluation occur? ROI should be included in this section of the plan for two or more of the courses offered.

**Tracking and Reporting:**

How will the education, training, drills and exercises included in the plan be tracked and reported?

**Outcome Measurement:**

What is the expected overall outcome(s) of the plan?

**Sustainability:**

Describe how the training plan will be sustained. How often will assessments be done and the plan reviewed and evaluated?

**Assumptions:**

What assumptions have been made in the development of the training plan?

**Risks:**

What risks or barriers exist to the implementation, execution and sustainability of the training plan?



**Gaps:**

What gaps have been identified in the plan? How will the gaps be addressed?

**Ongoing Course Identification Process:**

How will needs and courses be identified for inclusion into training plan on an as needed basis?

**Registration:**

Describe the registration procedure planned for all types of courses (synchronous and asynchronous). Will an electronic registration system, e.g., LMS (Learning Management System), be used?

**Distribution of Materials:**

How will participants receive or gain access to training and education materials? Describe how training and educational materials will be distributed to audiences. Specify the unique distribution strategy that will be used for each type of delivery method/media identified in the curriculum.

Signatures:

\_\_\_\_\_  
Person Writing Plan

Date: \_\_\_\_\_

\_\_\_\_\_  
Sponsor(s)

Date: \_\_\_\_\_