Name of Training/Workshop				
Trainer:				
Targeted Audience:				
Length of workshop:				
Bloom's Taxonomy:				
Course Objectives: • This course will:				
Learning Outcomes:Upon completion of this workshop, participants will:				
Course Delivery Method: • Mode of Delivery: • Facilitation: • Interaction: • Pacing/Timing:				
Course Description:				
Research/Sources:				
Media Usage:				
Course Outline:				
Evaluation Strategies:				
Materials:				

Time	Topic	Instructor	Participants	Minutes
30 min. prior	Set Up for Workshop	Arrive 30 minutes before the start of the workshop.	Enter the room or computer lab and get settled in.	•
		•	•	
		•	•	•

Sample Training Planning Form 3 - Time-Based Course Planning Template

Sequence of Instructional Activities:

Name of Training/Workshop

Time	Topic	Instructor	Participants	Minutes
		•	•	•
		•	•	•