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target group, how many participants will be involved, who the training is organized by, etc.

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The Training Plan Template, located in the <OPDIV Document Repository>, provides the framework for determining how the training materials will be identified, developed, and delivered. This should be a “living” document that is updated frequently to reflect new or changing training material information.

### **Training Plan Tempalte**

The other is the trainer who is conducting the training. The feedback forms are given to evaluate the success of the training. Whether it was beneficial or not for the employees' skill terms. The companies aim at cheaper and cost effective training programs. They check the cost benefits ratio of the training through these forms.



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