



Training Plan

Dave Whipp, LLC will work with you to develop effective training that works best for you. Here are some points to consider when planning the training. Consider how much your organization can contribute to each of the items below.

Content

Information must be gathered for the training. This may require interviewing workers and others who are content experts, extracting information from manuals and other documents, and research in libraries or on the Internet.

Script

The content information gathered in the first step must be converted to a script appropriate for the audience(s). This requires separating “Need to Know” from “Nice to Know” information, structuring it for most effective learning, and writing it so that it reads well and is clearly understood.

Visuals

Photos, video, and art may be used. Locating these may require reviewing existing media, locating stock media, and creating new media. Photos and video will likely need to be edited and enhanced before being converted into appropriate formats. Useable artwork may be obtained from stock providers but it is likely an artist will be needed.

PowerPoint

If a PowerPoint show is to be used, it needs to be developed. This will involve creating a master slide for the overall “look and feel” of the production; placing photos, video, and art; developing text materials; animating all appropriate materials; and synchronizing the animations. All aspects of the show must contribute to learning for targeted audience(s).

Narration

If narration is to be added to a program, it must be produced. The audio can be recorded directly into a computer or into a recorder and transferred to a computer. The audio will typically need to be edited and enhanced.

Production

If the training program is to be packaged, it must be converted to video. This will involve the use of Adobe Presenter for PowerPoint.

Presentation

If the training is to be presented to a live audience, one or more trainers must prepare to provide the training.