

Florida PALM Major Implementation

<Agency> Training Plan

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Overview

<This section should provide an overview of your agency's Training Plan. Your overview should include information to identify the purpose and objectives, scope, and alignment of your training plan with the Florida PALM's statewide training objectives.>

Roles and Responsibilities

<This section should, at a minimum, include your agency's Primary and Back-Up Training Liaison along with any internal agency trainers, and any additional assigned resources determined necessary to ensure your agency can successfully complete Agency Managed End User Training. It should also list the anticipated responsibilities associated with each role.>

Training Planning and Execution

<This section should describe the agency's approach for identifying learners and agency specific training topics as well as designing, delivering, and measuring Agency Managed End User Training.>

Training Participants

<This section should include information on how you will identify end users to attend specific training sessions.>

Training Logistics

<This section should provide details about training schedules, registration, locations (virtual or in-person), and necessary equipment.>

Training Curriculum

<This section should include details on how you will identify agency specific training curriculum and how it will be developed.>

Training Materials

<This section should specify what types of materials will be used (e.g., job aids, videos, reference guides, e-learning modules). It should also include who is responsible for the process or approach to be used for creating and maintaining agency-specific training materials.>

Training Timeline

<This section should include information on the expected timeline to develop and deliver agency specific training.>

Tracking Training Progress

<This section should outline if you will require training or make it optional and how you will monitor attendance and ensure all required participants, if any, complete training.>

Training Coordination

<This section should describe how the agency will collaborate internally to develop and deliver training.>

Training Measurement

<This section should include information on how your agency will measure and track success of agency specific training, including for Agency Readiness Certification reporting.>

TEMPLATE