

# ***10-Question Training Planning Document***

## **The business problem**

1. What is the business problem will target with this training? What data have you collected about this problem? How do you know it's a problem? How are you measuring it?

## **Your proposed solution**

2. Who do you want to train?
3. What specific action could those learners undertake that would help the business problem?

## **Gap Analysis**

4. How often are your target population already undertaking your proposed action? How do you know this?
5. Why aren't they already undertaking that action often enough? Do they not know how to do it? Do they not think it's important? Is there something keeping them from doing it?

## **Training proposal**

6. What will your learners be able to *\*do\** (observable action verbs only) by the end of the training that they can't already *\*do\**?
7. How will you know if your learners have learned to do that thing by the end of the training?

## **Training evaluation**

8. How soon after training will you expect the learners to apply what they learned in your training?
9. How could you find out if they actually did apply it?
10. How could you find out if doing that application helped fixed the business problem?

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