

## Detailed Training Plan

Complete and submit one copy of this form for each person to be trained.

RFP or Tender	ID & Title			
	Issuing Department or Agency			
Who	Who will be trained?	Name		
		ID #		
		Community		
		Phone		
	Who will do the training?	Name		
		ID #		
		Community		
		Phone		
When	When will the training start and end? Include a detailed timeline if appropriate.			
Where	Where will the training be done?			
How	How will the training be done? What methods, equipment and other resources will be used, and to what extent?			
Why	Why is this training important?			
	What will it enable the trainee (or the trainee's organization) to do that cannot be done now or that cannot be done as well now?			
Follow-up	How will the Contracting Authority monitor the Training Plan and assess its effectiveness?			
Coding	Training Plan (see next page)	<input type="checkbox"/> Technical	<input type="checkbox"/> Operational	<input type="checkbox"/> Business
	Trainee	<input type="checkbox"/> Contracting Authority	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other Beneficiary

Form: NNI – Training – 2010-05-27

If you have questions about this form, contact: NNI Secretariat at: 1 (888) 975 - 5999

Depending on the nature of the training to be provided the Detailed Training Plans can be any one of three main types:

**1. Technical Skills:** This would include Trades training. The project team will include people with the skills needed to do the work and people at a lesser skill level. The more skilled people will provide training in some of those skills to the lesser skilled people. The people to be trained could be:

- The contractor's (or sub-contractor's) own employees.
- Trainees designated by the Contracting Authority and seconded to the project by the Contracting Authority.
- Other people, such as members of the Community where the project is located, or people from an apprenticeship program.

**2. Operational Skills:** Train people, designated by the Contracting Authority, in skills associated with using and/or maintaining the other deliverables of the contract. This training could be delivered in the Community, it could require travel, or both. Examples could include:

- Training in how to be Custodian of the delivered school.
- Training in how to update the delivered website;
- Training in how to operate the delivered fire truck, keep it in good working order and do routine preventive maintenance on it;
- Training in how to overhaul the delivered photocopy machines;

**3. Business Skills:** Train Contractor or sub-contractor personnel in business skills. This could be done in any combination of three ways:

- One or more people would go to school or participate in courses.
- One or more people with some skill in an area would receive additional help as needed in a tutorial manner.
- One or more people would work as assistants to others more skilled.