1. Introduction

* Overview of the training program
* Purpose of the training program
* Target audience
* Duration of the training program

1. Training Goals and Objectives

* Specific goals and objectives of the training program
* How the training program aligns with the company's goals and objectives

1. Training Needs Assessment

* Identification of the knowledge, skills, and abilities that employees need to acquire
* How the training program meets those needs

1. Training Methods and Activities

* Description of the training methods and activities that will be used
* Examples may include classroom instruction, on-the-job training, online training, workshops, seminars, or coaching and mentoring

1. Training Materials and Resources

* Identification of the training materials and resources that will be used
* Examples may include textbooks, manuals, handouts, videos, online resources, or equipment and tools

1. Training Schedule and Logistics

* Schedule for the training program
* Location of the training program
* Required resources and equipment

1. Training Evaluation

* Methods of evaluating the effectiveness of the training program
* Metrics that will be used to measure the success of the training program

1. Conclusion

* Summary of the training program
* Importance of the training program
* Next steps

Keep in mind that this is a basic template, and you may need to adjust it to suit your specific needs. It's important to tailor the training plan to the unique goals and objectives of your organization and the employees who will be participating in the program.