## TRAINING PLANING SHEET

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| **Program Title** |  |
| **Today’s Training Title** |  |
| **Total Time** |  |
| **Objective** |  |
| **Assessment Overview** |  |
| **Aids/Resources** |  |

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| **Sequence** | **Topics/Content** | **Methods of delivery** | **Time** |
| *Intro, body, conclusion* | *What you are going to cover?* | *How you are going to cover it?* | *Timeframe* |
| **INTRO** |  |  |  |
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| **BODY** |  |  |  |
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| **Sequence** | **Topics/Content** | **Methods of delivery** | **Time** |
| ***Intro, body, conclusion*** | ***What you are going to cover?*** | ***How you are going to cover it?*** | ***Timeframe*** |
| **BODY cont.** |  |  |  |
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| **CONCLUSION** |  |  |  |
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