Training and Support Plan for Change Initiatives

1. Overview

Purpose of Plan

Describe the main objective of this training and support plan...

Change Initiative

Enter project or initiative name

Prepared by

Name, Department

Date

MM/DD/YYYY

2. Training Needs Assessment

- **Target Groups:**

  (e.g., End-users, Managers)

- **Skills & Knowledge Gaps:**

  Summarize the main areas where training is required...

3. Training Approach

Methodologies

- (e.g., Workshops, e-Learning, Job aids)

Resources Required

(e.g., Trainers, Materials, Venues)

4. Training Schedule

Session	Audience	Date	Location/Platform	Trainer
Session 1	Group	MM/DD/YYYY	Room/Platform	Trainer Name

5. Support Mechanisms

- **Helpdesk/Support Contacts:**

  Contact Name, Email/Phone

- **FAQs/Knowledge Base:**

  Link or location

- **Ongoing Coaching:**

  Describe coaching, check-ins, peer support...

6. Monitoring & Evaluation

- **Assessment Methods:**

  (e.g., Surveys, Quizzes, Observations)

- **Feedback Collection:**

  How will feedback be gathered and used?

7. Sign-Off

Name	Role	Date