**Internal Training Planning Document – (Enter Name of Training/Project)**

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| **Project Title** |  |
| **Project Number** |  |
| **Topic(s) Addressed**  |  |
| **Targeted Start/End Dates** |  |
| **Targeted Audience** |  |
| **Background** | *(Ex. The \_\_\_\_\_\_\_\_\_ unit/team is tasked with providing current information on WIOA and other policies to the regions.* |
| **Aim (What)** | *(Ex. The \_\_\_\_\_\_\_\_\_ unit/team aims to provide substantive training opportunities to LWDBs)* |
| **Objectives (How)** | *(Ex. The \_\_\_\_\_\_\_ unit/team will offer one training opportunity to LWDBs designed to enhance their knowledge of WIOA updates)* |
| **Expected Outcomes (Goals)** | *(Ex. The expected outcomes (or goals) include the following: (use SMART Goals)* |
| **Proposed Activities (Specifics)** | *(Ex. The \_\_\_\_\_\_\_\_\_ unit/team had a conversation with Janet Smith from LWDB 10 on 7/1/21 and it was determined that a training on WIOA updates is needed. Specific activities include:*  |
| **Proposed Content** | *Slide 1: welcome, introduction and training objectives. In the* ***Presenter Notes:*** *Welcome to today’s training on WIOA Updates 2021. My name is Jane Smith, I am a (title) in the Policy Unit and I am your facilitator for this presentation. Our training will cover the following objectives or by the end of this training you will…* |
| **Estimative Budget (if applicable)** |  |
| **Proposed Partners** | *(Ex. the Workforce Training & Coordination (WTC) team)* |
| **Justification** | The \_\_\_\_\_\_\_\_\_\_\_\_\_ unit/team is committed to this project because (*fill in justification statement*). |
| **Associated Website/Links** | *(Visit* [*http://www.floridajobs.org/*](http://www.floridajobs.org/) *for details about \_\_\_)* |
| **Contact Person** |  |
| **Administrator/****Supervisor** **Comments/****Recommendations** |  |
| **Administrator Approval****(enter name/date)** |  |