Unit 303: Contribute to business success

# Activity 30: Planning considerations for a training session

Using one of the training sessions identified in your training plan (Activity 28) you are now preparing the training session.

Outline the planning considerations and how they will be addressed to ensure the session is delivered successfully.

Complete the document below.

**Session details and requirements**

|  |  |
| --- | --- |
| **Training session details and requirements** | |
| **Session title:** | |
| **Date:** | **Time:** |
| **Location:** |  |
| **Aims:** | **Objectives:** |
| **Method of delivery:** | **Resources:** |
| **Notes:** | |