

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:	