

## Workshop Planner

Use this worksheet to prepare employees for a training class.

| Workshop Name and Description | Audience | Learning Objective(s) |
|-------------------------------|----------|-----------------------|
|                               |          |                       |

## Action Plan

|             | Before Training | During Training | After Training |
|-------------|-----------------|-----------------|----------------|
| Participant |                 |                 |                |
| Supervisor  |                 |                 |                |
| Trainer     |                 |                 |                |