

The Training Plan

By Jane Lynch, STP Training Programme Director



Aims

- To understand the reasons why you need a training plan.
- Know the different elements that need to be included in the training plan.
- To write your training plan effectively.
- Understand a collaborative approach should be taken when writing a training plan.

A training plan is helpful to:

- PLAN for the trainee before the trainee arrives.
- PLAN what the trainee will be doing when the trainee starts on the programme.
- PLAN to maintain the quality of the training over the whole programme.

Who is responsible for the plan?

- You as the training officer are responsible.
- The trainee is also responsible.
- To be successful a collaborative approach is necessary.
- Communication and regular meetings are vital.

Where to start?

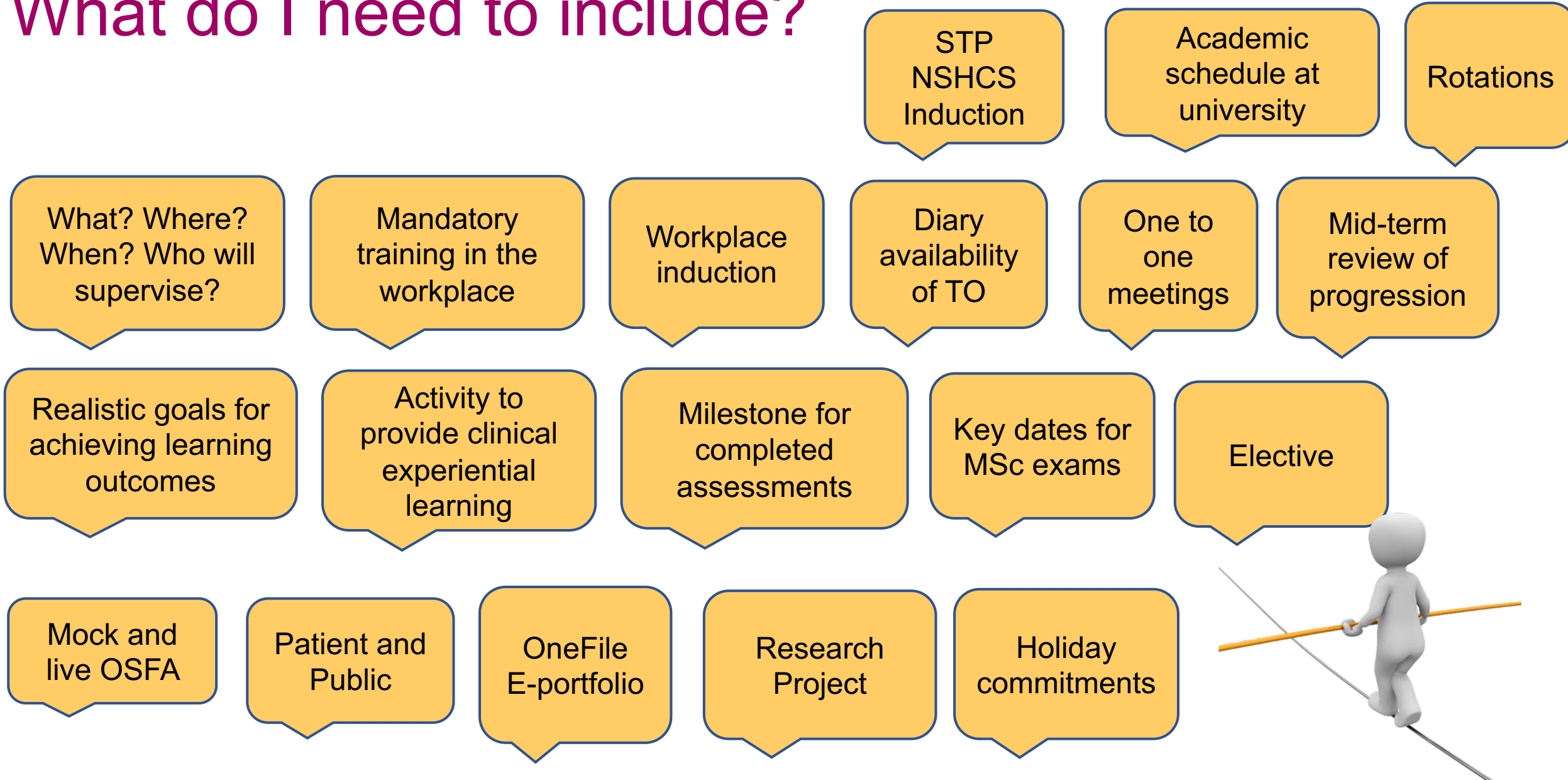
“I don’t even know where to start. It seems so huge and daunting. I don’t know how to define a plan, what steps to include, or when to raise criteria. It’s just easier to go out and do something, muddle around. I know that’s not efficient, but at least it’s something.”



Activity - What do I need to include?

- You have 5 minutes to:
- Discuss and share your ideas in your table groups.
- What do you think you should include in your training plan?
- Share as many good ideas as you can.

What do I need to include?



The learning journey.



- A learning journey that gets progressively more challenging.
- Plan for tasks to get increasingly complex or which require increasingly sophisticated thinking.
- Every trainee will be starting at a different step and they will have different learning needs.
- It is not necessary for all trainees to be on the same step at the same time.

Establishing the training plan.

Establish training goals:

- Look at the curriculum content.
- Review roles and responsibilities.
- What can be achieved?
- What are the desired learning outcomes?

Develop the content:

- Plan induction and rotation plan before trainee starts, progression.
- Design the outputs.
- Outline the structure over the three years.
- Have a detailed plan for next 3 months (years 1 and 2), month by month (year 3 is a busy time!).
- Be Flexible!
- Make time for preparing for training.

Define specific items:

- Assessment methods.
- Tools for recording evidence.
- Using colleagues.
- Looking at possible gaps.
- Regular review meetings of progress and next steps.

The e-Portfolio: OneFile®

Recording and assessing evidence

- A place to record, review and renew the training plan.
- A record of professional development and experience.
- Specific to work practices and role.
- Reflective and evaluative content, not just a record.
- Confidential.
- Useful as a historic, current and future learning tool.
- Dynamic document which can be tailored to specific needs.
- Watch our training video: <https://www.youtube.com/watch?v=pl63DBuk1xw>



Never forgetting.....



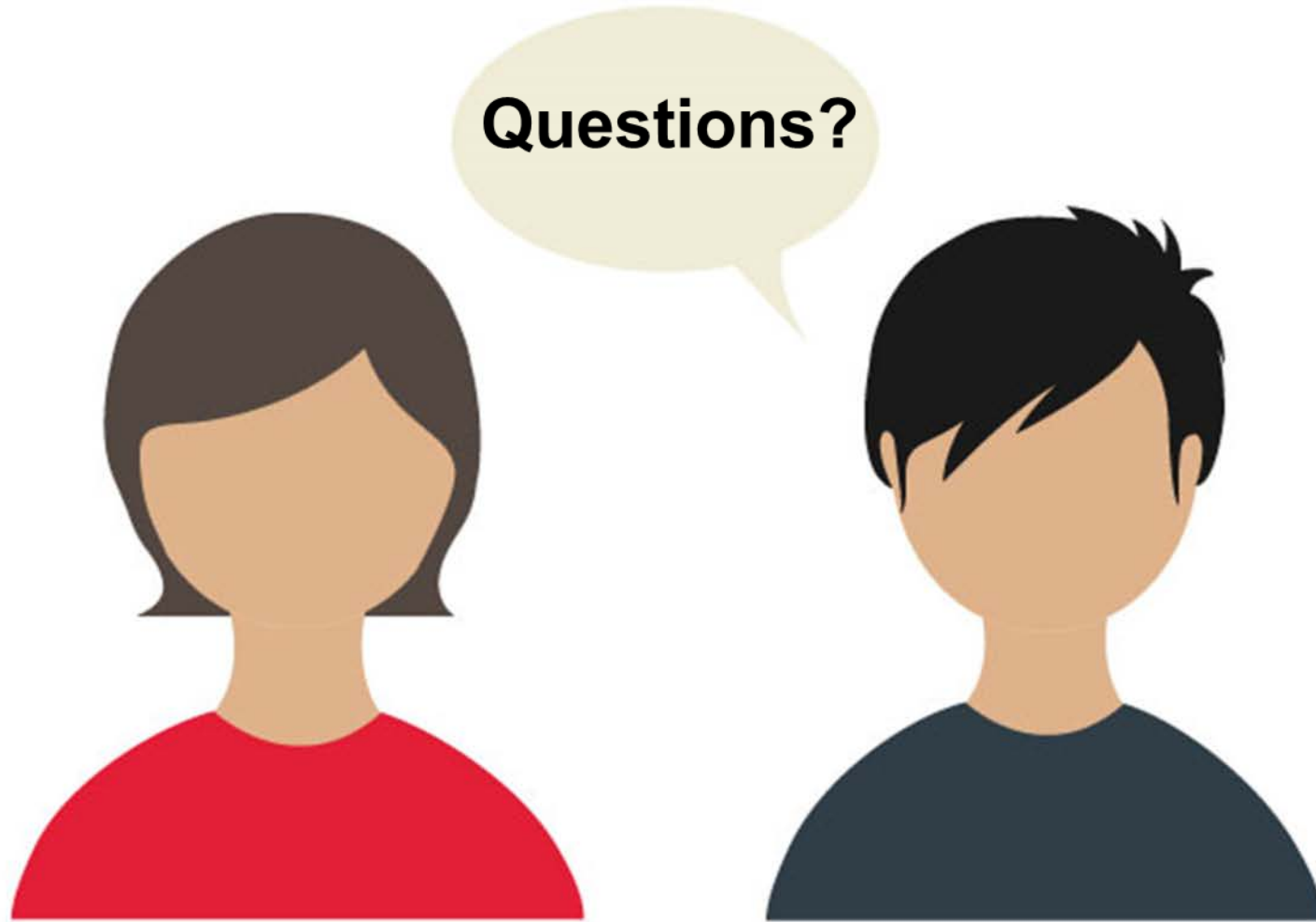
Exemplar plans

You have 20 minutes to:

Discuss and review your training plans with colleagues on your table.

- What is good about them?
- What could you improve?
- One person from each table group to feedback to the whole group - what are the key or important things that you should include in a training plan?

Thank you!



Lunch Break – Junction Restaurant

Transition to themed rooms for workshops1 & 2:

- Physical Sciences & Clinical Bioinformatics (Physical Sciences & Health Informatics) – Christie Room 2
- Physiological Sciences – Radcliffe Suite 1&2
- Life Sciences & Clinical Bioinformatics (Genomics) – Christie Room 1