

Developing a Training Plan

The employer and employer partner should be able to specify the learning experiences that are desirable. The WBL Coordinator may provide checklists or a general outline of possible training station experiences from which the employer can designate the areas in which they can provide the student with quality learning experiences. Next, they add those experiences which are unique for the specific position and task situation. The sequence of learning experiences should show progression from simple to complex. Once a workable plan is developed for a student in a specific training station, it can be adapted for other students who are placed there or in similar positions. The training plan, however, should always be adapted to the specific training station and to the individual student. The training plan is always subject to change as the student progresses through the program and strengths and weaknesses are identified. The coordinator, the employer partner, and the student will often find it necessary to alter and add to the original plan.

A time schedule of job experiences is essential to include in the plan, but it should be incorporated with the understanding that the student will be given experiences when the student is ready. The following list contains basic principles of training plan development:

1. A training plan should be individualized for each student.
2. The training plan should be based on the student's career goal or job interest.
 - A student's career interest should be outlined on a student's individual plan. If the student is in the early stages of career exploration and has not identified a career of interest, this can be addressed with a career interest survey.
3. The training plan should be developed cooperatively by the teacher-coordinator, student, and employer partner.
4. The approximate date that each major activity will be performed by the student should be indicated.
5. The training plan should be used during training station visits of the WBL coordinator.
6. Training tasks to be completed should be evaluated by the employer partner.
7. Training plans should be used to schedule the technical/specific related instruction in the classroom.
8. The training plan should accurately reflect what will be learned in the related classroom.
9. The training plan should be flexible to accommodate student's changing needs.
10. Training plan should serve as a guide for the student's training.