**Training Focus Template**

This template identifies any potential learning needs associated with the change. Time spent on these questions will define and ensure correct performance and behavior change. It will also help trainers develop plans to build learner confidence. Once this is complete, **contact the Center for Education and Development** to get assistance for identified training needs.

|  |  |
| --- | --- |
| **Group or Unit** | Click or tap here to enter text. |
| **What are the key behaviors that must be performed?** | Click or tap here to enter text. |
| **Who are the subject matter experts?** | Click or tap here to enter text. |
| **How will training best be delivered for this group?** | Click or tap here to enter text. |
| **What are the key outcomes of correct performance?** | Click or tap here to enter text. |
| **What new systems, tools or software must be used?** | Click or tap here to enter text. |
| **What knowledge, tools and software must be used?** | Click or tap here to enter text. |