

Notes on Training Plan

For a training plan to be effective:

1. It must show progression through a number of roles or activities
2. You must fully answer page 1, submitting a copy of the company's Workman's Comp document. If you cannot answer all of these questions – we cannot move forward. We recognize that some companies are concerned about gross revenue or receipt information being available to interns or trainees. In that event the question can be left blank – but the IIP expect a call from your supervisor with this information. Your application should advise that call is in process.
3. Each phase should be named (not just 1st/2nd/3rd or introductory/ initial/advanced, etc) – think of descriptive phrases to describe your phases. You can start with an Orientation Phase – it seems reasonable that in any new company you would have an orientation
4. Each phase should start on a Monday and end on a Sunday
5. You should not use words such as “work”, “job”, “employer”, or “employment” – this is a training program or internship not a job.

For co-workers – use colleagues, Networking is ok

6. You must adhere to the minimum required number of characters per section (300)
7. You must be specific in the supervision section: who is supervising? what qualifies them (educational experience and/or practical experience)?

e.g. “*John Murphy, the Human Resource manager with 4 years' experience in the field, 2 of those with the company and a degree in Human Resource Management will supervise. Additionally, etc. etc.*”

Remember 300-character minimum! Don't explain that the experience of your supervisor is great – that information should shine through in your answer.

8. The culture section must be specific and related to the phase you are talking about (i.e. do not tell us you will be watching NBA basketball during the Summer or NFL football in Spring),

e.g. “*The trainee/intern will attend a New York Yankees baseball game at historic Yankee field experiencing the US' National Pastime. Additionally, they will attend a 4th of July Barbeque and Fireworks display. They will be encouraged to attend Movies Under the Stars at Hamilton Fish Park, Manhattan and the Quiet Clubbing Festival in Queens, etc. etc.*”

Remember 300-character minimum! Do not explain the event or activity you are involved in/going to – eg don't explain what the New York Yankees are or what a particular museum houses – simply tells us you are going to them.

9. You must not repeat the question in the answer, e.g. “The Goal of this phase is to...” nor should you use phrases such as “following on from the previous phase/question...”, “During this phase...”, or “As mentioned before...”
10. You should answer the question asked, i.e. if Knowledge Skills and Techniques are needed – don't talk about Objective or goals
11. An internship should have at least 4 phases. A Training program should have at least 5
12. Do not use phases such as: “At this stage...”, “During this phase...”,
13. Do not recap other phases: e.g. “As mentioned in the Orientation phase...”,
14. The Training Plan should be factual – avoid waffle and padding
15. If bulleting – do not use actual bullets – just enter the info line-by-line, e.g.

To enhance organizational skills with regard to...
To engage in research of ...
To prepare ...