

Training Documentation Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Training Information

[Enter training information information here.]

02 - Learning Objectives

[Enter learning objectives information here.]

03 - Audience

[Enter audience information here.]

04 - Prerequisites

[Enter prerequisites information here.]

05 - Materials

[Enter materials information here.]

06 - Training Content

[Enter training content information here.]

07 - Exercises

[Enter exercises information here.]

08 - Assessment

[Enter assessment information here.]

09 - Completion Criteria

[Enter completion criteria information here.]

10 - Trainer Notes

[Enter trainer notes information here.]

11 - Revision History

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

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