

Session Plan

SECTION A: DETAILS OF TRAINING

		Submission Date	
Title of Program / Module			
Training Code	<i>*based on Training Calendar</i>	Training Session Time	_____AM/PM to _____AM/PM
Training Duration	hours	Training Venue	
Training Start Date		Training End Date	
Targeted no. of Participants			

- a) Complete below the details of topic and contents of the intended training module to be conducted
b) Submit completed Session Plan to Learning & Development (L&D) at least seven (7) days before start of training session
c) L & D to verify within three (3) working days
d) L & D record in the training matrix - training credit hours

SECTION B: TOPICS AND CONTENTS OF TRAINING SESSION

No	TOPIC	CONTENTS	ACTIVITY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

REQUESTED BY	VERIFIED BY
<p>_____</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>	<p>_____</p> <p>Name:</p> <p>Title: TRAINING MANAGER</p> <p>Date:</p>

REMARKS: _____
