

Training Seminar Design Worksheet

Key Idea/Skill (objective): _____

Why is this idea/skill important to the participants? _____

What will the participants be able to do when they leave the seminar because of this information? _____

Objective(s):

Knowledge	Skill	Attitude

Main Ideas	Time	Support Ideas	Examples	Visuals	Activities
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How will participants apply this skill at work tomorrow?

Transition to next page: