



Passport Program: Travel Training Plan Guide

Use the template below as a resource in planning out what your traveler will learn, who will train them, and how. A sample entry is provided below.

SAMPLE:

Learning & Organizational Development Cross-Training Plan

NEEDED OR REQUESTED KNOWLEDGE/SKILL	TRAVELER WHO NEED(S) KNOWLEDGE/SKILL	STAFF WHO WILL PROVIDE NEEDED KNOWLEDGE/SKILL	TRAINING METHOD(S)
Instructional Design Process	John Doe	Anita Pacheco Amy Keller Len Wittrock	Virtual 2 3-hour sessions – MS Teams platform

Unit Name:

Cross-Training Plan

NEEDED OR REQUESTED KNOWLEDGE/SKILL	TRAVELER WHO NEED(S) KNOWLEDGE/SKILL	STAFF WHO WILL PROVIDE NEEDED KNOWLEDGE/SKILL	TRAINING METHOD(S)
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