



TRAINING PLAN REQUIRED ELEMENTS

OVERVIEW: As part of your DOD SkillBridge Application, it is required that your organization submit a training plan. A well-developed training plan is a key element in the Department of Defense's assessment of your organization's SkillBridge program application.

Essential elements organization training plans should include, at a minimum, the following items

- **Job Title.** Clearly express the job title for which the SkillBridge training program will prepare the Service member upon completion of SkillBridge training
- **Job Description.** Clearly describe the job description for which the SkillBridge training program will prepare the Service member upon completion of training
- **Length of training. Clear evidence** that all training will be completed in the prescribed and authorized period for the organization's SkillBridge program if approved. (Number of weeks/days of training)
- **Timeline** for delivery of instructional blocks of training
- **Titles** of each Training module and learning outcomes
- **Specific Learning Objectives.** Clearly express how the organizations SkillBridge training objectives align with job competencies for each block of training (usually derived from a job task analysis for the job being targeted)
- **Type of Instructional Model** (Examples: classroom instruction, online instruction, laboratory instruction, hands on demonstration, etc.)
- **Instructor Qualification (mentorship and instruction).** a senior more experienced person assigned to ensure requirements are met
- **Assessments.** Provide evidence of standardized grading rubrics to ensure fair grading and/or evaluation of Service members' performance during the SkillBridge training program. This can be done by adding tabs to the training plan as necessary to describe how performance will be evaluated.
- **Training Outcome:** List any credentials, certificate, or hours gained toward licenses and certifications upon training.

The training plan must be provided as a document converted to a "pdf" file format and **must contain all components above.** Please submit this additional information as an attachment within your response **to this SkillBridge LiveHelpNow ticket** so it can be forwarded to the approving officials in the Department of Defense who will complete the final assessment.