

TRAINING MATRIX ACTION PLAN

What is the purpose of recognition training?

Identify Trainees:

- List the managers
- List employees, employee groups, or departments

Determine the Training Method

- What type of training session is best?
- What should the trainees be able to do at the end of the session?
- How will you measure the success of the training session?

Other Company Resources

What other company resources can help make the training session a success?

Use the matrix below to plan for the training session:

Training Matrix	Message "What?"	Audience "Who?"	Method "How?"	Other Resources	Timeline "When?"
Identify Trainees					
Identify Training Objective					
Identify Training Format					
Schedule Training Session					