**Annual Agency Training Plan Template**

In accordance with Management Directive 535.7, each agency under the Governor’s jurisdiction must prepare a training plan using the format found below. Upon completion of this plan, please e-mail the document to the Training Officer Liaison resource account at [RA-hrdtoliaison@pa.gov](mailto:RA-hrdtoliaison@pa.gov).

1. A mission statement defining the role and philosophy of the training organization within the context of the agency's overall mission. It describes the role of training to support organizational performance and employee productivity.
2. A description of the agency's practices and procedures for approving out-service training.
3. The anticipated training needed to support agency workforce planning and development goals.
4. The training courses that are planned, their alignment to workforce planning and development goals, the target audience, and an estimated schedule for training to occur. This should include any trainee classes, internships, or other planned learning opportunities.
5. The resources needed to achieve this training. This should include budget, staff, faculty, internal and external consultants, and technology needed to provide the training.
6. The method for evaluating the successful achievement of training and its return on investment.
7. The signature of the agency head or executive level designee indicating approval of the Annual Agency Training Plan.