



TRAINING PLAN REQUIRED ELEMENTS

OVERVIEW: As part of your DOD SkillBridge Application, your organization must submit training plan information. 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: At a minimum, each element listed below, is required information and must be included in each organization's training plan.

- **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:** Provide 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:** Define the schedule for delivery of instructional blocks of training.
- **Titles:** List names of each training module and learning outcome.
- **Specific Learning Objectives:** Clearly express how the organization's SkillBridge training objectives align with job competencies for each block of training (usually derived from a job task analysis for the targeted job).
- **Type of Instructional Model:** Provide the structure and delivery method of the training. For example, classroom instruction, online instruction, laboratory instruction, hands on demonstration.
- **Instructor Qualification (mentorship and instruction):** Identify a senior, more experienced person assigned to ensure requirements of the training plan 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. Add additional tabs to the training plan as necessary to describe how performance will be evaluated.
- **Training Outcomes:** List any credentials, certificate, or hours gained toward licenses and certifications upon training.

The training plan information must contain all components listed above and be included in the Prospective Partner application survey form where prompted. Do not send a separate attachment. Instead, include the training plan information in the required fields in the application form.