



*Training America's Water  
and Wastewater Professionals*

# HOW TO WRITE JOB TRAINING PLANS

Blank Worksheets

## [Instructions](#)

This document is designed to be used with the video series in the course *How to Write Job Training Plans*.

After watching the video for each step, use this worksheet to fill in relevant information for the job you're creating this plan for.

# Step 1

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General Training Category	Notes



# Step 3

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	Knowledge or Job Skill

# Step 4

Training Category	Specific Training Topics	Specific Knowledge or Job Skill Demonstration		
		Target Completion Date	Actual Completion Date	Verification Signature
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