**Step 2. Develop the Training Plan**

Goal: To develop a plan for training your staff in the research-based treatment.

*Introduction*

Training staff who will be involved in delivering the research-based treatment is a crucial step in the implementation process. The quality of training can greatly impact the subsequent implementation and effectiveness of the treatment being delivered. Additionally, providing training to staff is often a difficult task, as training typically involves multiple staff members with varying schedules. The *Training Plan* worksheet is designed to assist your agency develop a plan to train your agency staff in the new research-based treatment that has been adopted. This worksheet will guide agencies through systematically planning each component of training.

***Tip***

To assist in developing the training plan, access the *Evaluating Training Requirements* worksheet completed in phase 2. If any requirements were identified, be sure to incorporate them into the training plan.

Activity 1: Training Plan