Project Training Worksheet (for customers)

**Use this as a tool to begin to plan your training needs.**

**Internal Training Coordinator:**

**Training I will need:**

|  |  |
| --- | --- |
| **JOB CLASSIFICATION** | **NUMBER TO BE TRAINED** |
|  |  |
|  |  |
|  |  |
|  |  |

**Internal Trainers Names:**

**Documentation Desired:**

* Installation Manual
* Daily Operation and Maintenance Manual
* Mechanical Maintenance and Overhaul Manual
* Electrical Service Manual
* Software and Controls Manual
* Training Guides and/or Manuals
* Instructors Manual
* Job Performance Aids (JPAs)

**Estimated windows available for training**: (Dates, as anticipated now)

**Possible Grants to Apply for:**