# Training capacity plan

How many training sessions will you deliver each week and how many attendees can be trained per session? This resource is also available in Excel format.

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| --- | --- | --- |
| **Part 1 — Workforce to be trained** |  |  |
|  |  |  |
| Number of staff in Bands 1 - 4 |  | **A** |
| Number of supervisory staff |  | **B** |
| **Total staff to be trained** |  | **A + B** |
|  |  |  |
|  |  |  |
| **Part 2 — Training plan** |  |  |
|  |  |  |
| **Staff in Bands 1 - 4** |  |  |
| Session capacity |  | **C** |
| Frequency of sessions (per week) |  | **D** |
| **Weekly capacity** |  | **C x D** |
|  |  |  |
| Start date for training |  |  |
| End date for training |  |  |
| Number of training weeks |  | **E** |
| **Capacity for staff training period** |  | **C x D x E** |
|  |  |  |
| **Supervisory staff** |  |  |
| Session capacity |  | **F** |
| Frequency of sessions (per week) |  | **G** |
| **Weekly capacity** |  | **F x G** |
|  |  |  |
| Start date for training |  |  |
| End date for training |  |  |
| Number of training weeks |  | **H** |
| **Capacity for staff training period** |  | **F x G x H** |