



## SAMPLE TRAINING PLAN

The United States Department of State requires that all applicants to the J-1 Practical Training program submit a bona fide training plan. To make sure that every individual training plan meets the regulations, please refer to the guidelines on the following page. Additionally, a sample training plan is available to assist you in designing the appropriate individual training plan for the applicant (see attached). It is very important to make sure that every individual training plan focuses on the specific **objectives** of the training, the **skills** to be imparted, the **methods** of training and finally the **tasks** to be performed by the trainee. These areas may be outlined in the **training syllabus** or chronology. Please see the attached SAMPLE TRAINING PLAN for reference.

InterExchange cannot completely process any application that is missing a training plan complete with training syllabus, as it is an essential element in any individual training program. Please remember that the J-1 International Practical Training Program is a **training** program (not work) for young professionals, hence all applicants must submit an individual bona fide training plan for training in their field.

**PLEASE NOTE:** The number of phases will depend on the duration of the training plan. Furthermore, it is best to breakdown each phase into 3-4 month increments; doing so will better explain the development of the training program. (*e.g. a syllabus for an 18-month training program should have roughly 5- 6 time phases in its syllabus*)

### GUIDELINES for creating an 18-month training syllabus

#### Dates of Training:

#### Description of Training:

**Time Phase 1:** Months 1-3

What are the specific **objectives** of this phase of training?  
Through what **methods** will these objectives be obtained? (i.e. hands on training, classroom training, shadowing or observing).  
What **tasks** will be performed by the trainee?  
What **skills** will the trainee learn in this phase?  
How does this phase prepare the trainee for the next phase?  
Indicate any classes or seminars and their duration, if any.

**Time Phase 2:** Months 4-6

See Months 1-3. Also – How does this phase build upon the prior phase?

**Time Phase 3:** Months 7-9

See Months 4-6.

**Time Phase 4:** Months 10-12

See Months 4-6.

**Time Phase 5:** Months 13-15

See Months 4-6.

**Time Phase 6:** Months 16-18

See Months 4-6. Also- How does this phase complete the training?

Please use the same format for creating 6 and 12-month training syllabi. Please do not copy the attached Sample Training Plan. Please create an original, individual Training Plan for the trainee.



## Attachment to Sample Learning Agreement and Training Plan — Employer Section

### 4. Will the trainee rotate among various departments? Yes

**If yes, please list departments and how long the training in each department is expected to last:**

The trainee will rotate through the following departments of, **RPQ Company**, a business organization, during the period of their designated training: Management & Administration, Production, Sales & Marketing, Public Relations, Accounting and Finance, and Human Resources.

Months 1-3 : Management and Administration, Months 4-6 : Production, Months 7-9 : Sales and Marketing, Months 10-12 : Public Relations, Months 13-15 : Accounting and Finance, Months 16-18 : Human Resources.

### 5. Please describe how the trainee will be introduced to your company (including your staff as well as your company activities):

Days 1-3 : Orientation to the company will cover: the company's organizational structure, it's personnel and it's operations, in addition to a discussion of the goals of the training program, and the expectations of the company and of the trainee. The Director of Human Resources will personally introduce herself to the trainee and explain her role as the trainee's primary source of support while training at the company. The trainee will be introduced to the entire staff through a group luncheon on the first day of training as well. Trainee will be rotating among departments and at the start of each rotation he will undergo an orientation specific to each area.

### 6. Please indicate the skills and knowledge you hope to impart to the trainee:

By rotating through the departments of a business organization, the following skills will be imparted to the trainee:

#### **Management & Administration**

Ability to comprehend and apply American management and administrative strategies, decision making procedures and policy making techniques, institutional structures and methods of staff management and time management, management behavior in the American business setting, conflict resolution techniques used in the American company, the American system of data-processing and software concepts in relation to the solution of business-related problems, and American methods of computer-automated management control.

#### **Production**

Ability to comprehend and apply American techniques for improving productivity, implementing inventory control, quality control, designing production systems, approaches to supplier and producer relationships, the system of product transportation, government regulations affecting material handling and packaging, and American methods of computer-automated production control.

#### **Sales & Marketing**

Ability to comprehend and apply the methods for developing long and short-term sales plans and marketing goals in an American organization, factors affecting promotional decision-making, methods of strategic marketing and planning, the effects of supply and demand in the American consumer market, the principles of marketing and advertising, public relations, promotions and sales, concepts and strategies of sales planning, negotiating and selling techniques, and the formulation methods of sales statistics.



### **Public Relations**

Ability to comprehend and apply American administrative strategies and functions, decision making procedures and policy making techniques as it relates to the company's role in community affairs and public relations, the formulation of liaisons within the community, methods of outreach to different sectors of the community, and the principle forces behind a company's involvement in community development.

### **Accounting and Finance**

Ability to comprehend and apply the analysis and interpretation of an American organization's assets and liabilities as they are found on an organization's financial statements, American accounting concepts, gathering and reviewing internal accounting documents, costs, budget preparation and use, preparation of statements and financial audit reports, the audit function as performed by an outside accounting firm, and the American methodologies in computer-automated budgeting, accounting and financial planning.

### **Human Resources**

Ability to comprehend and apply American theories of organizational development, corporate restructuring, downsizing and change management, as it relates to hiring and dismissal practices of an American organization, interviewing techniques, training of new personnel, as well as ongoing training of all staff, and federal and state regulations concerning workers' compensation and workers' rights.

#### **6a. How will this objective be accomplished? Please explain whether the trainee will participate in training seminars, on-the-job training, observational methods, research, and/or meet with clients and staff, and how each will assist the trainee in reaching the stated objectives:**

To accomplish the stated objectives, trainee will rotate through all of the departments of the organization. Through the various department rotations, trainee will be exposed to methods of operation management, production management, labor relations, sales and marketing strategies, public relations methods, budget planning, and human resource development. Within each department, the trainee will be participating in on-the-job training. The trainee will be given the responsibility to undertake projects that will widen his skills. Within the Human Resources department the trainee will attend three Training & Development seminars conducted by the American Management Association. While in the Sales and Marketing Department the trainee will be conducting research on the Internet for the launch of company's latest computer software product.

#### **6b. Please describe the responsibilities and duties of the trainee and how these tasks will assist the trainee in reaching the objectives of the training program:**

### **TRAINING SYLLABUS:**

**Months:** 1,2,3 **Department:** Management and Administration

#### **Objectives:**

Trainee will assist supervisor in devising new flow charts for increased company efficiency. Through working on improving company policy the trainee will acquire a comprehensive understanding of American management and administrative strategies, decision making procedures and policy making techniques, institutional structures and methods of staff management and time management, management behavior in the American business setting, conflict resolution techniques used in the American company, the American system of data-processing and software concepts in relation to the solution of business-related problems, and American methods of computer-automated management control.



**Months:** 4,5,6 **Department:** Production

**Objectives:**

Trainee will observe the production floor and assist the Production Manager in overseeing production flow. By helping solve product transportation problems as they come up the trainee will then have a comprehensive understanding of American techniques for improving productivity, implementing inventory control, quality control, designing production systems, approaches to supplier and producer relationships, the system of product transportation, government regulations affecting material handling and packaging, and American methods of computer-automated production control.

**Months:** 7,8,9 **Department:** Sales and Marketing

**Objectives:**

Trainee will devise a sample marketing scheme and will present it to the sales team for review. After presenting his proposal and attending a number of seminars the trainee should have a comprehensive understanding of the methods for developing long and short-term sales plans and marketing goals in an American organization, factors affecting promotional decision-making, methods of strategic marketing and planning, the effects of supply and demand in the American consumer market, the principles of marketing and advertising, public relations, promotions and sales, concepts and strategies of sales planning, negotiating and selling techniques, and the formulation methods of sales statistics.

**Months:** 10,11,12 **Department:** Public Relations

**Objectives:**

Trainee will develop a community based project with a local organization which will incorporate the company's mission. By attending meetings and working as a conduit between the community organization and the company the trainee will have a comprehensive understanding of American administrative strategies and functions, decision making procedures and policy making techniques as it relates to the company's role in community affairs and community relations, the formulation of liaisons within the community, methods of outreach to different sectors of the community, and the principle forces behind a company's involvement in community development.

**Months:** 13,14,15 **Department:** Finance and Budget

**Objectives:**

Trainee will assist with payroll and learn the American taxation system by calculating withholdings etc. He will be introduced to the company's latest computer technology in order to perform statistical analysis and help structure a budget for the following year. Through this rotation the trainee should acquire a comprehensive understanding of the analysis and interpretation of an American organization's assets and liabilities as they are found on an organization's financial statements, American accounting concepts, gathering and reviewing internal accounting documents, costs, budget preparation and use, preparation of statements and financial audit reports, the audit function as performed by an outside accounting firm, and the American methodologies in computer-automated budgeting, accounting and financial planning.

**Months:** 16,17,18 **Department:** Human Resources

**Objectives:**

After trainee spends some time sitting in on interviews with perspective employees, he will assist in redesigning orientation materials for new hires and help implement policies concerning interdepartmental communication. By developing new approaches to personnel management, the trainee will come to have a comprehensive understanding of American theories of organizational development, corporate restructuring, downsizing and change management, as it relates to hiring and dismissal practices of an American organization, interviewing techniques, training of new personnel, as well as ongoing training of all staff, and federal and state regulations concerning workers' compensation and workers' rights.



**7. Please describe the supervisor's intended role for the proposed training program, and how the supervisor will assist the trainee in reaching the objectives of the training program:**

Constant supervision, discussion and feedback is provided by the Department Supervisor for each department. Monthly meetings occur with the Director of Human Resources. The HR Director will provide support for the trainee through his initial cultural adjustment phase as well as be a contact person for practical support and supervision for the duration of the program. It will be the HR Director's responsibility, in conjunction with each Department Supervisor, to determine whether the original objectives agreed upon have been achieved by the trainee.

**8. Please describe your evaluation process, and how frequently the trainee will be evaluated:**

Monthly meetings with the Director of Human Resources will occur. Upon completion of the department rotation, a written evaluation will be completed and co-signed by the Department Supervisor and Director of Human Resources. A final meeting of the Department Supervisor, Director of Human Resources and the trainee, will conclude the departmental rotation. A final meeting with the Director of Human Resources will take place to review, discuss and evaluate the entire Training Program. A final written evaluation will be completed by the trainee and a separate evaluation will be completed by the Human Resources Director.