COMMUNICO | Q1 2027 PLANNING TOOL

2027 TRAINING PLANNING SNAPSHOT

A one-page starting point for aligning needs, outcomes, delivery, reinforcement, and timing.

ORGANIZATION

PLANNING LEAD

1 WHAT NEEDS TO IMPROVE?

Choose the outcomes that matter most right now.

- ☐ Service consistency
- ☐ Difficult conversations
- ☐ Written communication
- ☐ Leadership and coaching
- ☐ Employee confidence
- ☐ Team culture

Other: _____

2 WHO NEEDS SUPPORT?

Identify the audiences involved.

- ☐ Frontline employees
- ☐ Managers / supervisors
- ☐ Senior leaders
- ☐ Internal facilitators
- ☐ Cross-functional teams
- ☐ New employees

Approx. participants: _____

3 WHAT WILL SUCCESS LOOK LIKE?

Describe the behaviors, customer experiences, or business results you want to see after the training.

4 DELIVERY AND TIMING

Preferred format

- ☐ In person
- ☐ Virtual
- ☐ Blended

Ideal Q1 timing

- ☐ January
- ☐ February
- ☐ March

Key dates / constraints: _____

5 HOW WILL LEARNING BE SUSTAINED?

Select likely reinforcement methods.

- ☐ Manager coaching
- ☐ Refresher sessions
- ☐ Microlearning
- ☐ Internal facilitation
- ☐ Assessment
- ☐ Peer practice

Other: _____

6 TURN THE SNAPSHOT INTO A PLAN

Use these prompts to prepare for the next conversation.

DECISION-MAKERS

BUDGET STATUS / RANGE

IDEAL START

FIRST PRACTICAL NEXT STEP