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**Training/Internship  
Plan Outline**

An acceptable Training/Internship Plan Outline should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (*i.e. classes, individual instruction, shadowing, etc.*). Each phase must build upon the previous phase\* to show a progression in the training/internship. **A separate copy of this page must be completed for each phase if applicable** (*i.e.; if there are three phases of training, please fill out this page once for each phase*).

- \*All hospitality and restaurant plans must have a minimum of three phases.
- \*Any program of 12 months in length should have at least 2 phases.
- \*Any program of 18 months in length should have at least 3 phases.

How many phases will take place in this training/internship plan?

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Please outline, using the prompts and questions below, each phase of the training/internship plan. **All questions must be answered.** Continue on separate page if necessary.

Name of This Phase	Anticipated Start Date for this Phase (mm/dd/yyyy)	Anticipated End Date for this Phase (mm/dd/yyyy)	Phase	of
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Please describe the goals and objectives for the participant during this phase of the training program. What do you plan for the participant to achieve upon completion of this phase?

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Please provide a list of new skills to be acquired in this phase of the training.

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Briefly explain why the use of "on-the-job" training for the participant is preferable to a strictly theoretical (*i.e.* classroom instruction, etc.) approach for this training position. How will this training enhance the participant's future career in their home country?

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Provide a detailed chronology or syllabus of training activities and/or projects in this phase of the training.

1. What training activities will the participant take part in during this phase? To what areas will the participant be exposed during this training?
2. How much time will be spent learning each activity?

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1. Report how the participant will be supervised during this phase of the training program. How much and in what way will they interact with their supervisor?
  2. Report how the participant will be evaluated during this phase of the training program. For example, will the participant receive progress reports or have periodic reviews, and, if so, how often will they occur?
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