

Blank Training Session Timeline Template

Session Title

Enter training session title

Facilitator(s)

Enter name(s) of facilitator(s)

Date & Time

Enter date and time

Objectives

List the session objectives

Session Timeline

Time	Activity	Description/Instructions	Materials Needed
e.g. 09:00-09:15	Activity name	Details, instructions...	List materials
e.g. 09:15-09:45	Activity name	Details, instructions...	List materials
e.g. 09:45-10:00	Activity name	Details, instructions...	List materials

Additional Notes

Add any notes or reminders