

Training Plan

Retrieval-Augmented Generation (RAG) Application

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Date

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Introduction

This training plan is designed to facilitate the learning and adoption of the Retrieval-Augmented Generation (RAG) Application by end-users and administrators. The training program aims to ensure that users can effectively interact with the system, utilize retrieval-based AI responses, and maintain system operations. The training will include hands-on exercises, documentation reviews, and performance evaluations to ensure mastery of the system's functionalities.

Points of Contact

Role	Name	Contact
Training Developer	Alex Smith	(123) 456-7890
Lead Facilitator	Jordan White	(123) 456-7891
Asst. Facilitator	Chris Black	(123) 456-7892
Training Coordinator	Taylor Brown	(123) 456-7893
Facilities Coordinator	Pat Grey	(123) 456-7894

Needs and Skills Analysis

The RAG system is intended for end-users seeking accurate, real-time responses from AI models. Training is required to ensure users understand:

- How to submit queries to the AI system.
- The process by which the system retrieves external data.
- How to interpret and refine AI-generated responses.
- How administrators monitor and optimize system performance.

The training is developed to accommodate users with basic technical proficiency while providing advanced modules for administrators handling system configurations.

Requirements Traceability

The training supports the organization’s goal of deploying an AI-enhanced system that improves knowledge retrieval. Ensuring proper usage and administration of the RAG system aligns with corporate objectives for AI adoption and data-driven decision-making.

Training Methodology

Training will be delivered through a combination of:

- Instructor-led sessions covering theory and system demonstrations.
- Hands-on exercises allowing users to interact with the system.
- Self-paced online modules for continuous learning.
- Performance assessments to verify competency in system usage.

Training Environment

Training sessions will be conducted in a hybrid format, both in a dedicated training lab equipped with AI-integrated workstations and through an online learning portal. The environment will include:

- Workstations with pre-configured RAG system access.
- Projection systems for group instruction.
- A sandbox environment for hands-on practice.

Training References

Reference	Document/Version #	Format
User Guide	RAG_UserGuide_v1.0	PDF
Admin Guide	RAG_AdminGuide_v1.0	PDF
Training Presentation	RAG_TrainingSlides_v1.0	PPT
API Documentation	RAG_API_Docs_v1.0	PDF

Testing and Evaluation

Participants will be assessed through:

- A multiple-choice quiz on key concepts.

- Hands-on exercises demonstrating system proficiency.
 - Scenario-based assessments evaluating problem-solving skills within the system.
- A passing score of 80% will be required for certification.

Training Schedule

Day	Time	Topic	Materials Required
Day 1	8:00 - 10:00	Introduction to RAG System	Presentation, User Guide
Day 1	10:30 - 12:00	System Workflow & Query Submission	Live Demo, Hands-on
Day 1	1:00 - 3:00	Understanding Retrieved Data	Case Studies, Exercises
Day 2	8:00 - 10:00	Advanced Query Optimization	Admin Guide, Live Demo
Day 2	10:30 - 12:00	System Administration & Monitoring	Admin Dashboard, API Docs
Day 2	1:00 - 3:00	Security & Compliance	Security Guidelines
Day 3	8:00 - 10:00	Hands-on Practice & Troubleshooting	Live System Access
Day 3	10:30 - 12:00	Final Assessment & Certification	Exam, Review Session

Sponsor Acceptance

Approved by the Project Sponsor:

Date: _____

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