STEP ONE | Create Training Types
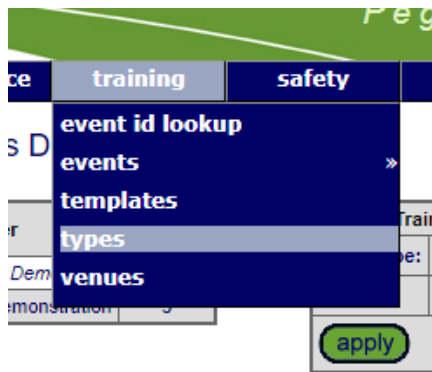
Under the training tab, click types

Click Add

Name the training type, click save