**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9266&utm_source=template-word&utm_medium=content&utm_campaign=Employee+Annual+Training+Plan-word-9266&lpa=Employee+Annual+Training+Plan+word+9266)Employee Annual Training Plan Template**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name** |  | |  |  | |  |  |
| **Plan Year** |  | |  |  | |  |  |
| **Version Number** |  | |  |  | |  |  |
|  |  |  |  |  | |  |  |
| **Prepared By** |  | |  |  | |  |  |
| **Approved By** |  | |  |  | |  |  |
| **Date** |  | |  |  | |  |  |
| **Overview** |  |  |  |  | |  |  |
| Training Plan Purpose | | | | |
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| Company Goods Alignment | | | | |
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| Annual Key Focus Areas | | | | |
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| **Training Priorities and Immediate Needs** | | | |  |  |  |  |
| Priority Level | Training Need | Target Employee | Reason for Priority | | | Completion Goal | |
| High |  |  |  | | |  | |
| Medium |  |  |  | | |  | |
| Low |  |  |  | | |  | |
| High |  |  |  | | |  | |
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| **Training Goals and Success Metrics** | | |  |  | |  |  | |
| Goal | Objective | Success Metric | Expected Outcome | | Assessment Method | | |
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| **Quarterly Training Schedule** | | | |  | |  | |  | |  | |
| Quarter | Training Program / Course | Target Audience | Delivery Method | | Trainer / Facilitator | | Scheduled Date | | Completion Status | |
|  |  |  |  | |  | | MM/DD/YY | | Complete | |
|  |  |  |  | |  | | MM/DD/YY | | Not Started | |
|  |  |  |  | |  | | MM/DD/YY | | Pending | |
|  |  |  |  | |  | | MM/DD/YY | | Pending | |
|  |  |  |  | |  | | MM/DD/YY | | Pending | |
|  |  |  |  | |  | | MM/DD/YY | | In Progress | |
|  |  |  |  | |  | | MM/DD/YY | | Pending | |
|  |  |  |  | |  | | MM/DD/YY | | Pending | |

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| **Training Resources and Budget Allocation** | | |  |  |  |
| Training Program | Training Staff | Budget | Required Materials / Tools | | LMS / Digital Platform? |
|  |  |  |  | | Yes |
|  |  |  |  | | No |
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| **Training Effectiveness and Performance Review** | | | |  | |  |
| Training Program | Evaluation Method | Employee Feedback Rating | Impact on Performance | | Follow-Up Actions | |
|  |  | 4.5/5 | High | |  | |
|  |  |  | Medium | |  | |
|  |  |  | Low | |  | |
|  |  |  | High | |  | |
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| **Additional Training and Continuous Learning** | | |  |  |  |
| Training | Target Audience | Type | Date(s) Offered | Delivery Mode | |
|  |  |  | MM/DD/YY |  | |
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| **Appendix and Reference Materials** | |  |  |  |  |
| Document Name | Description | | Location/Link | | |
|  |  | |  | | |
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