**[A blue and white sign

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | Name | | | | **Job Title** | | | Title | | | | |
| **Manager or Supervisor** | Name | | | | **Cross-Training Partner** | | | Name | | | | |
| **Last Revised** | MM/DD/YY | | | | **Primary Cross-Training Area** | | | Area | | | | |
| **Current Proficiency Level** | Level | | | | **Target Proficiency Level** | | | Level | | | | |
| Cross-Training Schedule and Progression | | | | | | |  | |  |
| Training Phase | | Task or Skill to Train | Department or Trainer | Training Method | | Completion Goal | | | | | Status |
| Week 1-2 | |  |  |  | |  | | | | | Complete |
| Month 1-2 | |  |  |  | |  | | | | | Complete |
| Month 3-4 | |  |  |  | |  | | | | | Complete |
| Ongoing Development | |  |  |  | |  | | | | | Complete |

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|  |  |  |  | |  |  |
| Training Activities and Sessions | | |  | |  |  |
| Training Session or Activity | | Training Type | | Trainer or Mentor | | | | Date Completed |
|  | |  | |  | | | | MM/DD/YY |
|  | |  | |  | | | | MM/DD/YY |
|  | |  | |  | | | | MM/DD/YY |
|  | |  | |  | | | | MM/DD/YY |
|  | |  | |  | | | | MM/DD/YY |
|  |  |  |  | |  |  |
| Skill Application and Performance Assessment | | | | |  |  |
| Cross-Training Task or Responsibility | Skill Applied | Assessment Criteria | | | Evaluator or Feedback Provider | | | Proficiency Achieved? |
|  |  |  | | |  | | | Yes / No |
|  |  |  | | |  | | | Yes / No |
|  |  |  | | |  | | | Yes / No |
|  |  |  |  | |  |  |
| Post-Cross-Training Application and Next Steps | | | | |  |  |
| Newly Acquired Responsibilities | | Expected Contribution to Team or Department | | | Further Training Needed? | Action Steps and Milestones | | | |
|  | |  | | | Yes / No |  | | | |
|  | |  | | | Yes / No |  | | | |
|  | |  | | | Yes / No |  | | | |
|  | |  | | | Yes / No |  | | | |
|  | |  | | | Yes / No |  | | | |

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