**[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+Daily+Training+Plan-word-9266&lpa=Employee+Daily+Training+Plan+word+9266)Employee Daily Training Plan Template**

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| --- | --- | --- | --- | --- | --- |
| **Employee** | **Training Contact** | | **Department** | | **Date** |
|  |  | |  | |  |
| **Training Topic** | | | | | |
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| **Objective** | | | | | |
|  | | | | | |
| **Expected Outcome** | | | | | |
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| Training Resources and Materials | | | |  | |
| **Resource / Material** | | **Purpose** | | **Availability (Y/N)** | |
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| Daily Training Schedule | | |  |  |  |  |  |
| **Start Time** | **End Time** | **Task/Activity** | **Training Method** | **Trainer/Supervisor** | **Completion Status** | **Notes** |
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| Pre- and Post-Training Assessment | | |  |
| **Skill/Competency** | **Pre-Training Rating  (1-5)** | **Post-Training Rating  (1-5)** | **Improvement Needed?** |
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|  |  |  |  |
|  | | | |
| Post-Training Feedback | |  |  |
| **Trainer Feedback** | | | |
|  | | | |
| **Employee Feedback (1-5)** | | | |
|  | | | |
| **Follow-Up Actions** | | | |
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