**Employee Daily Training Plan Template**

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| --- | --- | --- | --- |
| **Employee** | **Training Contact** | **Department** | **Date** |
|   |   |   |   |
| **Training Topic** |
|   |
| **Objective** |
|   |
| **Expected Outcome** |
|   |
|  |
| 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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