**Employee Monthly Training Plan Template**

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| --- | --- | --- | --- | --- |
| Format Number | Revision Number | HR File Code | Revision Date | Month |
|   |   |   |   |   |

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| **Training Schedule** |  |  |  |  |  |  |
| Department | Job Role | Trainer(s)/Contact(s) | Location/Platform | Scheduled Date | Start Time | End Time | Milestones |
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| **Training Goals and Expected Outcomes** |  |  |  |  |  |
| Training Topic | Objective | Target Skills/Competencies | Success Criteria | Measurement Method |  |  |  |
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| **Attendance and Completion Tracking** |  |  |  |  |  |
| Employee | Department | Job Title | Registered? (Y/N) | Attended (Y/N) | Completion Status |
|  |   |   | Y/N | Y/N |   |
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| **Post-Training Assessment and Feedback** |  |  |
| Training Topic | Trainer Feedback | Employee Feedback (1-5 Scale) | Follow-Up Required? (Y/N) | Next Steps |
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| **Monthly Training Summary and Effectiveness Review** |  |  |
| Training Program | Employees Trained | Completion Rate (%) | Impact on Performance | Next Steps/Action Items |
|  |   | 0.0% | Low |   |
|   |   |   | Medium |   |
|   |   |   | High |   |
|   |   |   |  |   |
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