**[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+Monthly+Training+Plan-word-9266&lpa=Employee+Monthly+Training+Plan+word+9266)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 | | | |  | | | | |
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