**Employee Training Plan Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Information |  |  |  | **One solid circle, one ring, and one circle filled with diagonal lines** |
| Employee Name | Start Date | Position Held |
|  |  |  |
| Department | Last Revised | Manager Name |
|  |  |  |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
|  |  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |
|  |  | Active |   | Complete |   |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
|  |  |  | Active |  | In Progress |  |
|  |  | Active |  | In Progress |  |
|  |  | Active |  | Scheduled |  |
|  |  | Active |  | Scheduled |  |
|  |  | Active |  | Complete |  |
|  |  | Active |   | Complete |   |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
|  |  |  | Active |  | Scheduled |  |
|  |  | Active |  | Planned |  |
|  |  | Active |  | Planned |  |
|  |  | Active |  | Complete |  |
|  |  | Active |   | Complete |   |
|   |   | Active |   | Complete |   |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
|  |  |  | Active |  | Planned |  |
|  |  | Active |  | Overdue |  |
|  |  | Active |  | Planned |  |
|  |  | Active |  | Complete |  |
|  |  | Active |   | Complete |   |
|  |  | Active |   | Complete |   |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
|  |  |  | Hold |  | Pending Approval |  |
|  |  | Active |  | Scheduled |  |
|  |  | Active |  | Complete |  |
|  |  | Active |   | Complete |   |
|  |  | Active |   | Complete |   |
|   |   | Active |   | Complete |   |

Competency and Performance Tracking

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Competency Area | Target Date | Date Observed | Score | Areas of Strength | Improvement Areas | Next Steps |
|  |  |  |  |  |  |  |
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Training and Meetings Attended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Training Title | Target Date | Date(s) Attended | Hours | Topics Covered | Trainer / Speaker |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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