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