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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Information | |  |  | |  | **One solid circle, one ring, and one circle filled with diagonal lines** | |
| Employee Name | Start Date | | | Position Held | | |
| Sasha Petrov | MM/DD/YY | | | Marketing Coordinator | | |
| Department | Last Revised | | | Manager Name | | |
| Marketing and Communications | MM/DD/YY | | | Sarah Goodwin | | |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
| Week 1 Activities | Introduction to company policies and culture | Compliance | Active | HR Representative | Complete | Employee handbook reviewed |
| Team and department introductions | Soft Skills | Active | Manager | Complete | Met key team members |
| Email and project management tool setup | Technical | Active | IT Specialist | Complete | System access granted |
| Initial marketing strategy overview | Job-Specific | Active | Marketing Director | Complete | Assigned first campaign |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
| 30-Day Activities | Marketing software training | Technical | Active | Development | In Progress | Completed module 1 of 3 |
| Content creation and brand guidelines review | Job-Specific | Active | Marketing Team Lead | In Progress | Drafted first blog post |
| Cross-team collaboration workshop | Soft Skills | Active | Training Coordinator | Scheduled | Team engagement focus |
| Performance check-in with the manager | Development | Active | Manager | Scheduled | Evaluate progress on goals |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
| 60-Day Activities | Data analysis and reporting training | Technical | Active | Marketing Director | Scheduled | Learning reporting tools |
| Customer engagement strategy training | Job-Specific | Active | Manager | Planned | Understanding audience insights |
| Midpoint self-assessment and review | Development | Active | Sr. Marketing Manager | Planned | Identify strengths and gaps |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
| 90-Day Activities | Advanced campaign management training | Job-Specific | Active | Sr. Marketing Manager | Planned | Running independent projects |
| Peer mentorship session | Soft Skills | Active | Peer Mentor | Overdue | Knowledge-sharing opportunity |
| Final 90-day review with manager | Development | Active | Manager | Planned | Performance discussion |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |
|  |  | Active |  | Complete |  |

Training Schedule and Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Phase | Activity Description | Category | Active / Hold | Point of Contact | Status | Comments |
| Continuing Development | Leadership training program enrollment | Development | Hold | HR Representative | Pending Approval | Preparing for growth |
| Industry networking and conference participation | Development | Active | Marketing Team Lead | Scheduled | Strengthen industry connections |
|  |  | 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 |
| Company Policies and Compliance | MM/DD/YY | MM/DD/YY | 5 | Strong grasp of policies | None | Continue policy adherence |
| Marketing Software Proficiency | MM/DD/YY | MM/DD/YY | 3 | Basic software understanding | Practice with analytics tools | Additional hands-on training |
| Content Creation and Brand Consistency | MM/DD/YY | MM/DD/YY | 4 | Writes engaging content | Improve in tone consistency | Review with the senior editor |
| Cross-Team Communication | MM/DD/YY | MM/DD/YY | 4 | Engages well in meetings | Improve response times | Set reminders for follow-ups |
| Campaign Strategy Execution | MM/DD/YY | MM/DD/YY | 3 | Understands process | Needs experience running full campaigns | Work under supervision on the next campaign |
|  | MM/DD/YY | MM/DD/YY |  |  |  |  |
|  | MM/DD/YY | MM/DD/YY |  |  |  |  |
|  | MM/DD/YY | MM/DD/YY |  |  |  |  |
|  | MM/DD/YY | MM/DD/YY |  |  |  |  |
|  | MM/DD/YY | MM/DD/YY |  |  |  |  |

Training and Meetings Attended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Training Title | Target Date | Date(s) Attended | Hours | Topics Covered | Trainer / Speaker |
| New Hire Orientation | MM/DD/YY | MM/DD/YY | 3 | Company overview, compliance, policies | HR Representative |
| Marketing Software Training | MM/DD/YY | MM/DD/YY | 2 | CRM, email automation, data analytics | Learning and Development |
| Brand and Content Strategy | MM/DD/YY | MM/DD/YY | 2.5 | Branding guidelines, voice, and content planning | Marketing Team Lead |
| Cross-Team Collaboration Workshop | MM/DD/YY | MM/DD/YY | 2 | Team synergy, role alignment | Training Coordinator |
| Performance Check-In | MM/DD/YY | MM/DD/YY | 1 | Goal assessment, feedback discussion | Manager |
| Data Analysis for Marketers | MM/DD/YY | MM/DD/YY | 3 | Reporting best practices, tracking success | Analytics Team |
| Leadership Development Program | MM/DD/YY | MM/DD/YY | 5 | Decision-making, conflict resolution, growth | Human Resources and Guest Speaker |
|  | MM/DD/YY | MM/DD/YY |  |  |  |
|  | MM/DD/YY | MM/DD/YY |  |  |  |

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