**Employee Weekly Training Plan Template**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Training Contact | Department | Week Beginning | Week Ending |  |  |  |  |  |  |  |
|   |   |   |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Training Assignments and Goals |  |  |  |  |  |  |  |  |  |
| **Employee** | **Training Assignment** | **Training Method** | **Goal or Desired Outcome** | **M** | **T** | **W** | **R** | **F** | **Completion Status** | **Notes** |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |   |   |   |   |   |  |  |
| Weekly Training Review |  |  |  |  |  |  |  |  |  |
| **Training Assignment** | **Employees Trained** | **Completion Rate (%)** | **Trainer Feedback (1-5 Scale)** | **Next Steps** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |