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

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