**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9266&utm_source=template-word&utm_medium=content&utm_campaign=Onboarding+Training+Plan-word-9266&lpa=Onboarding+Training+Plan+word+9266)Onboarding Training Plan Template**



Employee Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name |  | Start Date |  | Position Held |  |
| Department |  | Manager Name |  | Last Revised |  |

Onboarding Training Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process / Monitor** | **Preparatory** | **Orientation** | **Integration** | **Long-Term Development** | **Digital Tools and Notes** |
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Training Goals and Success Metrics

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| **Phase** | **Goal** | **Success Metric** | **Evaluation Method** |
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Evaluation and Feedback

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| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Employee Feedback (1-5)** | **Manager Feedback (1-5)** | **Areas for Improvement** | **Follow-Up Action** | **Next Check-In Date** |
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