**[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=Role-Specific+Training+Plan-word-9266&lpa=Role-Specific+Training+Plan+word+9266)Role-Specific Training Plan Template**

|  |  |
| --- | --- |
| **Employee Name** | Name |
| **Department** | Name |
| **Employee Start Date** | MM/DD/YY |
| **Position Title** | Title |
| **Manager Name** | Name |
| **Last Revised** | MM/DD/YY |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role-Specific Competencies** | |  |  |  |  |  |
| Description | | | |
| **Training Level** | |  | **Performance Expectations** |  |  |  |
| Description | Description | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role-Specific Training Phases** | | | | | |  | | |  |  |  |
| Training Phase | Task/Skill | Category | Active / Hold | Point of Contact | Status | | Comments |
| Week 1 Activities |  |  | Active / Hold |  | In Progress | |  |
| 30-Day Activities |  |  |  |  | Not Started | |  |
| 60-Day Activities |  |  |  |  | Complete | |  |
| 90-Day Activities |  |  |  |  | Complete | |  |
| Ongoing Development |  |  |  |  | Complete | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Competency and Performance Tracking** | | | | | | |  | |  |  |  |
| Competency Area | Target Date | Date Observed | Areas of Strength | Areas of Improvement | Score | Next Steps | |
|  | 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 |  |  |  |  | |

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| **Certifications and Specialized Training** | | | |  | |
| Certification / Training Title | Target Completion Date | Date Completed | Vertification Method | |
|  | 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 Sessions Attended** | | | | | | | |  | | | |  | | |  | |  | |  | |
| Training Title | Target Date(s) | | Date(s) Attended | | Number of Hours | | Topics Covered | | | Trainer / Speaker | | |
|  | MM/DD/YY | | MM/DD/YY | | 0 | |  | | |  | | |
|  | MM/DD/YY | | MM/DD/YY | | 0 | |  | | |  | | |
|  | MM/DD/YY | | MM/DD/YY | | 0 | |  | | |  | | |
|  | MM/DD/YY | | MM/DD/YY | | 0 | |  | | |  | | |
|  | |  | |  | | | | | | |  | | |  | |  | |  | |
| **Coaching and Mentorship Meetings** | | | | | | | | | | | |  | | |  | |  | |  | |
| Meeting Type | Date | | Mentor / Coach | | | Topics Discussed | | | Action Items / Follow-Up | | | |
|  | MM/DD/YY | | Name | | |  | | |  | | | |
|  | MM/DD/YY | | Name | | |  | | |  | | | |
|  | MM/DD/YY | | Name | | |  | | |  | | | |
|  | MM/DD/YY | | Name | | |  | | |  | | | |

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