**Skills Training Plan Template**

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| Employee Information |  |  |  |
| Employee Name |  | Position Title |  |
| Employee Start Date |  | Manager Name |  |
| Department |  |
|  |  |  |  |  |  |
| Primary Skill Focus Area |  | Current Skill Level |  | Target Skill Level |  |
| Primary Skill Focus Area |  | Current Skill Level |  | Target Skill Level |  |
| Primary Skill Focus Area |  | Current Skill Level |  | Target Skill Level |  |
| Skill Development Plan |  |  |  |  |  |  |
| Skill Category | Specific Skill | Current Proficiency | Target Proficiency | Training Method | Trainee / Mentor | Completion on Goal | Status |
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| Training and Activities Sessions |  |  |  |  |  |
| Training Session / Activity | Training Method | Trainer / Resource | Completion Date |  |  |  |
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| Practical Application and Projects |  |  |  |
| Project / Task | Skills Applied | Assessment Criteria | Completion Date | Evaluator / Feedback Provider |
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| Skill Proficiency Assessment |  |  |  |  |
| Skill Area | Assessment Type | Score / Evaluation | Proficiency Achieved? | Next Steps |
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| Training Feedback and Adjustments |  |  |  |
| Evaluation Date | Employee Feedback | Trainer / Manager Feedback | Adjustments Needed? |
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