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

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| Employee Information | | | | | | | |  | | | | |  | |  | | | | |
| Employee Name | |  | | | | | | Position Title | | | | |  | | | | | | |
| Employee Start Date | |  | | | | | | Manager Name | | | | |  | | | | | | |
| Department | |  | | | | | | | | | | | | | | | | | |
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| 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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