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

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| Employee Information | | | | | | | |  | | | | |  | |  | | | | |
| Employee Name | | Victoria Pearson | | | | | | Position Title | | | | | Data Analyst | | | | | | |
| Employee Start Date | | MM/DD/YY | | | | | | Manager Name | | | | | Tamika Marshall | | | | | | |
| Department | | Business Intelligence | | | | | | | | | | | | | | | | | |
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| Primary Skill Focus Area | | SQL Query Optimization | | | Current Skill Level | | | Intermediate | | | | | Target Skill Level | | Advanced | | | | |
| Primary Skill Focus Area | | Power BI Dashboard Design | | | Current Skill Level | | | Beginner | | | | | Target Skill Level | | Intermediate | | | | |
| Primary Skill Focus Area | | Presenting Analytical Findings | | | Current Skill Level | | | Beginner | | | | | Target Skill Level | | Intermediate | | | | |
| Skill Development Plan | | | | | | |  | | | | |  | | | | |  | | | |  | |  | |  | |
| Skill Category | Specific Skill | | Current Proficiency | | | Target Proficiency | | | Training Method | | Trainee / Mentor | | | Completion on Goal | | | | Status | |
| Data Analysis | SQL Query Optimization | | Intermediate | | | Advanced | | | Online Course and Hands-on Training | | Senior Data Analyst | | | MM/DD/YY | | | | Complete | |
| Visualization | Power BI Dashboard Design | | Beginner | | | Intermediate | | | Workshop and Mentorship | | Business Intelligence Team Lead | | | MM/DD/YY | | | | Scheduled | |
| Soft Skills | Presenting Analytical Findings | | Beginner | | | Intermediate | | | Public Speaking Coaching | | Communications Coach | | | MM/DD/YY | | | | Planned | |
| Training and Activities Sessions | | | | | | | | | | | |  | | | | |  | | | |  | |  | |  | |
| Training Session / Activity | | | | Training Method | | | | | | Trainer / Resource | | | | | | Completion Date | | |  | | |  | |  | |
| SQL Performance Tuning | | | | Online Course and Hands-on Exercises | | | | | | Course and Senior Analyst | | | | | | MM/DD/YY | | |  | | |  | |  | |
| Power BI Visualization Techniques | | | | Live Workshop | | | | | | Business Intelligence Team | | | | | | MM/DD/YY | | |  | | |  | |  | |
| Effective Storytelling with Data | | | | Public Speaking Coaching | | | | | | Communication Coach | | | | | | MM/DD/YY | | |  | | |  | |  | |

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| Practical Application and Projects | | | | | | | | | | |  | |  |  |
| Project / Task | | Skills Applied | | Assessment Criteria | | Completion Date | | | | Evaluator / Feedback Provider | |
| Optimize company-wide data queries | | SQL Query Optimization | | Reduced query run time by 40% | | MM/DD/YY | | | | Senior Data Analyst | |
| Create an interactive executive dashboard | | Power BI Dashboard Design | | Accuracy, usability, real-time updates | | MM/DD/YY | | | | Business Intelligence Team Lead | |
| Present key insights in monthly review | | Presenting Analytical Findings | | Engagement, clarity, audience feedback | | MM/DD/YY | | | | Communication Coach | |
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| Skill Proficiency Assessment | | | | | | | | |  | |  | |  |  |
| Skill Area | Assessment Type | | Score / Evaluation | | Proficiency Achieved? | | | Next Steps | | | |
| SQL Query Optimization | Technical Evaluation | | 85% | | Yes / No | | | Continue refining efficiency techniques | | | |
| Power BI Dashboard Design | Project Review | | Meets expectations | | Yes / No | | | Expand dashboard complexity | | | |
| Presenting Analytical Findings | Live Presentation Review | | Needs improvement | | Yes / No | | | Additional practice and feedback sessions | | | |
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| Training Feedback and Adjustments | | | |  | |  |  |
| Evaluation Date | Employee Feedback | Trainer / Manager Feedback | Adjustments Needed? | |
| MM/DD/YY | Hands-on training was helpful, but needed more case studies | Significant improvement, but dashboard depth can increase | Yes, add real-world examples | |
| MM/DD/YY | I gained confidence in Power BI, but I still need to practice presenting | Presentation skills need further development | Yes, schedule additional coaching | |

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