**Skills Training Plan Template Example**

****

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Information |  |  |  |
| Employee Name | Victoria Pearson | Position Title | Data Analyst |
| Employee Start Date | MM/DD/YY | Manager Name | Tamika Marshall |
| Department | Business Intelligence |
|  |  |  |  |  |  |
| 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 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |
| 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 |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |