

Employee Training Plan Template Example

Training Schedule and Activities

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
Week 1 Activities	Introduction to company policies and culture	Compliance	Active	All Representatives	Complete	Improve foundational awareness
	Local and regional market overview	Sales Skills	Active	Manager	Complete	Equip local team members
	Product and service management tool setup	Technical	Active	IT Specialist	Complete	Ensure correct guidance
	Initial feedback and performance review	Sales Skills	Active	Marketing Director	Complete	Adjustment for campaign
			Active		Complete	
			Active		Complete	
			Active		Complete	

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
Week 2 Activities	Data analysis and reporting training	Technical	Active	Marketing Director	Scheduled	Working on finalizing date
	Customer engagement strategy training	Sales Skills	Active	Manager	Planned	Developing external feedback
	Advanced self-assessment and review	Development	Active	is marketing manager	Planned	Identify strengths and gaps
			Active		Complete	
			Active		Complete	
			Active		Complete	
			Active		Complete	

Competency and Performance Tracking

Competency Area	Target Date	Skills / Resources	Score	Areas of Strength	Improvement Areas	Next Steps
Company Policies and Compliance	2024-09-01	2024-09-01	5	Strong grasp of policies	None	Continue policy reinforcement
Marketing Software Proficiency	2024-09-05	2024-09-05	3	Basic software understanding	Hands-on with analytics tool	Additional hands-on training
Customer Creation and Retention Strategies	2024-09-10	2024-09-10	4	Effective campaign content	Improvement in time constraints	Review with the senior sales
Cross-team Collaboration	2024-09-15	2024-09-15	4	Engaged in cross-team meetings	Improve initiative drive	Set reminder for follow-up

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
Week 3 Activities	Industry software training	Technical	Active	Development	In Progress	Completion Module 1 of 3
	Content creation and social media strategy	Sales Skills	Active	Marketing Team Lead	In Progress	Review for alignment
	Cross-team collaboration exercises	Sales Skills	Active	Training Coordinator	Scheduled	Team engagement focus
	Performance check-in with the manager	Development	Active	Manager	Scheduled	Evaluate progress on goals
			Active		Complete	
			Active		Complete	

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
Week 4 Activities	Advanced campaign management training	Sales Skills	Active	is marketing manager	Planned	Running internal pilot project
	Peer mentoring session	Sales Skills	Active	Peer Mentor	Ongoing	Knowledge sharing opportunity
	Final 30-day review with manager	Development	Active	Manager	Planned	Performance discussion
			Active		Complete	
			Active		Complete	
			Active		Complete	

Training and Meetings Attended

Training Title	Target Date	Skills / Resources	Score	Topics Covered	Notes / Feedback
New Hire Orientation	2024-08-01	2024-08-01	5	Company overview, compliance policies	All Representatives
Marketing Software Training	2024-08-10	2024-08-10	3	CRM usage, analytics, data privacy	Marketing and Sales Alignment
Product and Content Strategy	2024-08-20	2024-08-20	4.5	Building quality, value, and content strategy	Marketing/Team Lead
Cross-team Collaboration Training	2024-09-01	2024-09-01	5	Team synergy, role alignment	Training Coordinator

Learning Training Guide Templates

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