

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	HR Representative	Complete	Improve foundational awareness
	Goal setting and personal development	Self-help	Active	Manager	Complete	Empower team members
	Goal and career management tool setup	Technical	Active	IT Specialist	Complete	Enable career growth
	Initial feedback and self-assessment	Self-assess	Active	Training Coordinator	Complete	Adjustment for next steps
			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	Training Director	Scheduled	Working on finalizing date
	Customer engagement strategy training	Self-help	Active	Manager	Planned	Developing customer feedback loops
	Adapted self-assessment and review	Development	Active	HR Learning 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	2024-09-15	2024-09-15	3	Basic software understanding	Hands-on with analytics tool	Additional hands-on training
Customer Creation and Retention Strategies	2024-09-30	2024-09-30	4	Effective engagement content	Improvement in tone consistency	Review with the senior writer
Cross-team Collaboration	2024-10-15	2024-10-15	4	Proactive work meetings	Improve meeting effectiveness	Set reminder to follow-up

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
Week 3 Activities	Marketing software training	Technical	Active	Development	In Progress	Completed Module 1 of 3
	Content creation and social media strategy	Self-help	Active	Marketing Team Lead	In Progress	Drafting first blog post
	Cross-team collaboration exercises	Self-help	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	Self-help	Active	HR Learning Manager	Planned	Running independent project
	Peer mentoring session	Self-help	Active	Peer Mentor	Ongoing	Knowledge-sharing opportunities
	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 Attended	Hours	Topics Covered	Notes / Feedback
New Hire Orientation	2024-08-05	2024-08-05	8	Company overview, compliance policies	HR Representative
Marketing Software Training	2024-09-10	2024-09-10	2	CRM setup, analytics, data privacy	Marketing and Development
Goals and Content Strategy	2024-09-20	2024-09-20	1.5	Building quality, value, and content strategy	Marketing/Team Lead
Cross-team Collaboration Training	2024-10-05	2024-10-05	1	Team groups, role alignment	Training Coordinator

It System Sample Training Plan Template

Richard Bailey



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