Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Goals and Objectives:

1. Goal/Objective:
   * Specific details:
   * Timeframe:
   * Success metrics:
2. Goal/Objective:
   * Specific details:
   * Timeframe:
   * Success metrics:
3. Goal/Objective:
   * Specific details:
   * Timeframe:
   * Success metrics:

Training Needs Assessment:

1. Training Needs:
   * Details:
   * Importance:
   * Urgency:
2. Training Needs:
   * Details:
   * Importance:
   * Urgency:
3. Training Needs:
   * Details:
   * Importance:
   * Urgency:

Training Methods and Activities:

1. Method/Activity:
   * Details:
   * Timeframe:
   * Resources needed:
2. Method/Activity:
   * Details:
   * Timeframe:
   * Resources needed:
3. Method/Activity:
   * Details:
   * Timeframe:
   * Resources needed:

Training Materials and Resources:

1. Material/Resource:
   * Description:
   * Availability:
2. Material/Resource:
   * Description:
   * Availability:
3. Material/Resource:
   * Description:
   * Availability:

Training Schedule and Logistics:

1. Training Schedule:
   * Dates:
   * Time:
   * Location:
2. Training Schedule:
   * Dates:
   * Time:
   * Location:
3. Training Schedule:
   * Dates:
   * Time:
   * Location:

Training Evaluation:

1. Evaluation Method:
   * Details:
   * Metrics:
2. Evaluation Method:
   * Details:
   * Metrics:
3. Evaluation Method:
   * Details:
   * Metrics:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_