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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_