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 values and culture	Compliance	Active	HR Representative	Complete	Employee handbook reviewed
	Team and department introductions	Soft Skills	Active	Manager	Complete	Met key team members
	Email and calendar management tool setup	Technical	Active	IT Specialist	Complete	Outlook access granted
	Initial marketing strategy overview	Job Specific	Active	Marketing Director	Complete	Assigned first campaign
			Active		Complete	
			Active		Complete	

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
30-Day Activities	Marketing software training	Technical	Active	Development	In Progress	Completed modules 1 of 3
	Content creation and brand guidelines review	Job Specific	Active	Marketing Team Lead	In Progress	Deadline first blog post
	Cross-team collaboration workshop	Soft 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
60-Day Activities	Data analysis and reporting training	Technical	Active	Marketing Director	Scheduled	Learning reporting tools
	Customer engagement strategy training	Job Specific	Active	Manager	Planned	Understanding audience insights
	Midpoint self-assessment and review	Development	Active	Sr. Marketing Manager	Planned	Identify strengths and gaps
			Active		Complete	
			Active		Complete	
			Active		Complete	

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
90-Day Activities	Advanced campaign management training	Job Specific	Active	Sr. Marketing Manager	Planned	Running independent projects
	Peer mentoring session	Soft Skills	Active	Peer Mentor	Overdue	Knowledge sharing opportunity
	Final 90-day review with manager	Development	Active	Manager	Planned	Performance discussion
			Active		Complete	
			Active		Complete	
			Active		Complete	

Competency and Performance Tracking

Competency Area	Target Date	Date Observed	Score	Areas of Strength	Improvement Areas	Next Steps
Company Values and Compliance	MM/DD/YY	MM/DD/YY	5	Strong grasp of policies; leads		Continue policy adherence
Marketing Software Proficiency	MM/DD/YY	MM/DD/YY	3	Basic software understanding	Practice with analytics tools	Additional hands-on training
Content Creation and Brand Consistency	MM/DD/YY	MM/DD/YY	4	Skilled at applying content	Improve in some consistency	Review with the senior editor
Cross-Team Communication	MM/DD/YY	MM/DD/YY	4	Engages well in meetings	Improve deadline adher	Set reminders for follow-ups

Training and Meetings Attended

Training Title	Target Date	Date(s) Attended	Hours	Topics Covered	Trainer / Speaker
New-Hire Orientation	MM/DD/YY	MM/DD/YY	3	Company overview, compliance, policies	HR Representative
Marketing Software Training	MM/DD/YY	MM/DD/YY	2	CRM setup, automation, data analytics	Marketing and Development
Brand and Content Strategy	MM/DD/YY	MM/DD/YY	2.5	Brand guidelines, voice, and content planning	Marketing Team Lead
Cross-Team Collaboration Workshop	MM/DD/YY	MM/DD/YY	2	Team synergy, role alignment	Training Coordinator

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David Kirk

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