

Staff Training Plan (sample)

Company name: _____

Training period: From _____ to _____

List of training schedule:

	Date	Training program/ topic	Key Learning Outcomes <i>(e.g. how each activity to develop/ enhance professional competences related to the business needs.)</i>	Participant <i>(e.g. junior staff/ all staff)</i>	Trainer / Speaker	Hour
1.						
2.						
3.						
4.						
5.						
6.						
7.						