

## Proforma for training plan

Name of Registered Student / Prospective Member: \_\_\_\_\_

Name of Authorized Supervisor: \_\_\_\_\_

Training goal <i>(Components to be attained by implementing the training plan)</i>		Learning activities	Documentation / Evidence of learning	Review date	Evaluation
<i>Example:</i>					
<i>Year 1</i>	<i>Fundamentals of accounting</i>	<i>Assist in analyzing and explaining variances between budgeted and actual financial results</i>	<i>Variance report and account analysis</i>	<i>December 20xx</i>	<i>Satisfactory</i>
	<i>Information management and technology</i>	<i>To use spreadsheets to retrieve and organize data effectively</i> <i>Assist in presenting results in the form of PowerPoint software</i>	<i>Management reports / Presentation materials</i>	<i>December 20xx</i>	<i>Partially completed. Need to attend courses especially on PowerPoint presentations.</i>
<i>Year 2</i>	<i>Information management and technology</i>	<i>To enhance PowerPoint skills in presenting results</i>	<i>PowerPoint presentation materials</i>		<i>To be reviewed in next evaluation period.</i>