

Training Plan Template

Date: _____

Name: _____

Direct report: _____

Role: _____

Role objective: _____

Role requirements to be effective and meet expectations:	Proficiency score 1-6	Training Plan Details	
		What	When
1.			
2.			
3.			
4.			
5.			
6.			

Proficiency score: 6 = Highly proficient; 5 = Proficient; 4= Moderately proficient; 3 = Below requirements; 2 = Poor; 1 = Non-existent
 If the proficiency score is 3 or less for any role requirements then training should be considered.

Staff member _____

Date _____

Manager _____

Date _____