

Training Plan Builder

Sections

Employee Details

- Name, Role, Manager

Skills Gaps Identified (from audit)

- List top 2–3 gaps

Planned Training Activities

| Skill to Improve | Method (Online / In-house / External) | Cost (if any) | Planned Date | Status |
|------------------|---------------------------------------|---------------|--------------|-------------|
| Excel Skills | Online video course | Free | June 2025 | <div></div> |
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Expected Outcomes

- Clearer spreadsheets, faster reporting, improved accuracy

Follow-Up & Feedback Plan

- Review after 30 days post-training