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|  |  |  |  |  |  |  | |
|  | **EMPLOYEE** |  | A good training plan boosts your employees' competencies and development and helps them be more effective in their roles. | | | |  |
|  | **TRAINING PLAN** |  |  |
|  |  |  |  |  |  |  |  |
|  | Employee's Name: **Donovan Preston** | | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Employee ID: **1000255** | | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Job Title: **Premium Brand Manager** | | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Department: **Sales** | | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Manager: **George Lester** | | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Plan Release Date: **October 08, 2024** | | | | | |  |
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|  |  |  |  |  |  |  |  |
|  | **Training Topic** | **Mode** |  | **Status** |  | **Expected Completion** |  |
|  |  |  |  |  |  |  |  |
|  | **Conflict Resolution** | **Video** |  | **Finished** |  | **10-Oct-24** |  |
|  | **Cross-skill Training** | **On-the-Job** |  | **Finished** |  | **11-Oct-24** |  |
|  | **Team Communication Training** | **eLearning** |  | **Finished** |  | **12-Oct-24** |  |
|  | **Customer Service Training** | **Role playing** |  | **Finished** |  | **13-Oct-24** |  |
|  | **Time Management Training** | **Coaching** |  | **Finished** |  | **14-Oct-24** |  |
|  | **Stress Management Training** | **Simulation** |  | **In Progress** |  | **15-Oct-24** |  |
|  | **Emotional Intelligence Training** | **Instructor-led** |  | **In Progress** |  | **16-Oct-24** |  |
|  | **Negotiation Training** | **On-the-Job** |  | **Not Started** |  | **17-Oct-24** |  |
|  | **Leadership Training** | **Role playing** |  | **Not Started** |  | **18-Oct-24** |  |
|  | **Project Management Training** | **eLearning** |  | **In Progress** |  | **19-Oct-24** |  |
|  | **Team Building Training** | **eLearning** |  | **Not Started** |  | **20-Oct-24** |  |
|  | **Training topic #1** | **eLearning** |  | **Finished** |  | **21-Oct-24** |  |
|  | **Training topic #2** | **Coaching** |  | **Not Started** |  | **22-Oct-24** |  |
|  | **Training topic #3** | **Coaching** |  | **Not Started** |  | **23-Oct-24** |  |
|  | **Training topic #4** | **Coaching** |  | **Not Started** |  | **24-Oct-24** |  |
|  | **Training topic #5** | **Coaching** |  | **Not Started** |  | **25-Oct-24** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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