|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |  |
|   | **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** |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   | **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** |   |
|   |  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   | [**© TemplateLab.com**](https://templatelab.com/) |   |