

Training Plan Template

TRAINING NAME

Objective(s):	1. 2. 3.
Result(s) desired:	• • •
Time:	
Team involvement:	
Requirements:	

Flow of the Training:

-
-
-
-

Room Set-up and Format:

-
-

Detailed training explanation:

- ✓
- ✓
- ✓

Employee Training Guide Sample

KJ Lindholm-Leary



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