

Workforce Training Planner

Training Overview

| | |
|-----------------------------|----------------------|
| Training Title | Enter training name |
| Organizer/Instructor | Enter organizer name |
| Date | |
| Time | |
| Location | Enter location |
| Objectives | Describe objectives |
| Target Audience | Who should attend? |

Participant List

| # | Name | Department | Role | Attendance |
|---|------------------|------------|------|--------------------------------------|
| 1 | Participant name | Department | Role | --- <input type="button" value="▼"/> |
| 2 | | | | --- <input type="button" value="▼"/> |
| 3 | | | | --- <input type="button" value="▼"/> |

Training Agenda

| Time | Topic | Facilitator | Description/Notes |
|--------------------|-------|-------------|-------------------|
| e.g. 09:00â€“10:00 | Topic | Facilitator | |
| | | | |
| | | | |

Notes & Follow-Up Actions

Write post-training notes, observations, or action items here...