

Workforce Training Planner

Training Overview

Training Title	<input type="text" value="Enter training name"/>
Organizer/Instructor	<input type="text" value="Enter organizer name"/>
Date	<input type="text"/>
Time	<input type="text"/>
Location	<input type="text" value="Enter location"/>
Objectives	<input type="text" value="Describe objectives"/>
Target Audience	<input type="text" value="Who should attend?"/>

Participant List

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

Training Agenda

Time	Topic	Facilitator	Description/Notes
<input type="text" value="e.g. 09:00-10:00"/>	<input type="text" value="Topic"/>	<input type="text" value="Facilitator"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes & Follow-Up Actions

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