

Corporate Training Planner

Training Plan Title

Enter training plan name

Department / Team

Department or team name

Training Period

e.g. Q2 2024, June–August 2024

Training Objectives

Describe the main goals for this training

Training Schedule

Date	Session / Topic	Trainer / Facilitator	Duration	Location / Platform

Participants

Name	Role / Position	Department	Attendance

Budget & Resources

Item / Resource	Estimated Cost	Notes

Notes / Comments

Additional information or special instructions