

# Employee Training Session Planner

## Session Title

e.g. Workplace Safety Awareness

## Trainer

Trainer's Name

## Date

## Time

## Duration (hrs)

## Location

Room or Online Link

## Participants

e.g. Sales Team, All Staff

## Learning Objectives

List session objectives...

## Agenda / Topics

Breakdown of session topics...

## Notes / Materials Needed

Add any notes or materials required...

## Planned Training Sessions

Title	Date	Time	Trainer	Location	Participants