

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