

Professional Growth Training Agreement

1. Parties

This Agreement is entered into between **[Employee Name]**, hereinafter referred to as "Employee", and **[Company Name]**, hereinafter referred to as "Company".

2. Purpose

The purpose of this agreement is to establish the terms and conditions under which the Employee will participate in the Professional Growth Training Program offered or sponsored by the Company.

3. Training Details

Training Program: [Program Title]

Location/Platform: [Location or Online Platform]

Dates: [Start Date] – [End Date]

Duration: [Total Hours/Days]

4. Commitment

The Employee agrees to actively participate in all training sessions and complete required assignments. The Employee agrees to apply acquired knowledge and skills in their role.

5. Company Responsibilities

The Company agrees to cover the cost of the training program as outlined above and provide reasonable time and resources to facilitate Employee participation.

6. Reimbursement Policy

If the Employee voluntarily leaves the organization within [Time Period] after completing the training, the Employee agrees to reimburse the Company for all or part of the training costs, as specified below:
[Insert reimbursement terms or percentage]

7. Confidentiality

The Employee agrees to maintain the confidentiality of any proprietary or sensitive information obtained during the course of the training.

8. Acceptance

By signing below, both parties acknowledge that they have read, understood, and agreed to the terms outlined in this agreement.

Employee Signature

Company Representative

Date