Employee Development Training Plan Proposal

Basic Information

Employee Name

Enter name

Department

Enter department

Position/Title

Enter position

Manager/Supervisor

Enter manager name

Development Goals

List the employee's overall learning & development goals:

Outline development goals...

Training & Development Activities

Activity/Program	Goals/Objectives	Format	Duration	Timeline	Responsibility
e.g. Leadership	e.g. Improve com	e.g. Online se	e.g. 2 hours	e.g. Q2 2024	e.g. Employee

Expected Outcomes

Describe the expected outcomes and metrics of success:

List expected skills, competencies, or results...

Signatures

Employee Signature

Sign or print name

Manager/Supervisor Signature

Sign or print name

Date

YYYY-MM-DD