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<<COMP Training Plan

Period covered by STATE PERIOD>>

This training plan is intended to provide an overview of the training which training will be delivered. Training needs analysis and training needs analysis

required by the Company and to identify the ways in which training will be delivered. e.g. the performance review process, a formal training needs analysis or any business plan>>.

The goals of the training plan are:

<<state goals e.g. to improve customer service>>

sales by x%. Goals should be SMART:

This training plan is a working document which

continuous basis in the light of business needs and

M

P

Training Content	Priority (High, Medium, Low)	Number of course participants	When?	Cost for training	Resources (e.g. in-house, external supplier)	Budget

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