

Employee Training Plan

A role-based plan for required learning, job readiness, and documented follow-through.

PURPOSE	Translate role requirements into specific learning activities, owners, evidence, and review dates.
BEST FOR	Managers, employees, and HR teams planning onboarding or upskilling.

Employee	_____	Role	_____
Department	_____	Manager	_____
Plan start	_____	Target completion	_____
Prepared by	_____	Review cadence	_____

1. Training objectives

OBJECTIVE	WHY IT MATTERS	SUCCESS MEASURE

2. Learning plan

TOPIC / SKILL	METHOD / RESOURCE	OWNER	DUE	EVIDENCE



TOPIC / SKILL	METHOD / RESOURCE	OWNER	DUE	EVIDENCE
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Practice, coaching, or job-shadowing activities

3. Review checkpoints

DATE	PROGRESS / DEMONSTRATION	SUPPORT OR ADJUSTMENT
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Use notes

Educational use only. This template is a general operational aid, not legal, tax, payroll, benefits, safety, or other professional advice. Adapt it to your organization, protect confidential information, verify current requirements, and consult qualified advisors when appropriate.

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