

Employee Training Plan Template Example

Employee Information

Employee Name	Start Date	Position Held
Sasha Petrov	MM/DD/YY	Marketing Coordinator
Department	Last Revised	Manager Name
Marketing and Communications	MM/DD/YY	Sarah Goodwin

Training Schedule and Activities

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments	
Week 1 Activities	Introduction to company policies and culture	Compliance	Active	HR Representative	Complete	Employee handbook reviewed	
	Team and department introductions	Soft Skills	Active	Manager	Complete	Met key team members	
	Email and project management tool setup	Technical	Active	IT Specialist	Complete	System access granted	
	Initial marketing strategy overview	Job-Specific	Active	Marketing Director	Complete	Assigned first campaign	
				Active		Complete	
				Active		Complete	

Training Schedule and Activities

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments	
30-Day Activities	Marketing software training	Technical	Active	Development	In Progress	Completed module 1 of 3	
	Content creation and brand guidelines review	Job-Specific	Active	Marketing Team Lead	In Progress	Drafted first blog post	
	Cross-team collaboration workshop	Soft Skills	Active	Training Coordinator	Scheduled	Team engagement focus	
	Performance check-in with the manager	Development	Active	Manager	Scheduled	Evaluate progress on goals	
				Active		Complete	
				Active		Complete	

Training Schedule and Activities

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
60-Day Activities	Data analysis and reporting training	Technical	Active	Marketing Director	Scheduled	Learning reporting tools
	Customer engagement strategy training	Job-Specific	Active	Manager	Planned	Understanding audience insights
	Midpoint self-assessment and review	Development	Active	Sr. Marketing Manager	Planned	Identify strengths and gaps
			Active		Complete	
			Active		Complete	
			Active		Complete	

Training Schedule and Activities

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
90-Day Activities	Advanced campaign management training	Job-Specific	Active	Sr. Marketing Manager	Planned	Running independent projects
	Peer mentorship session	Soft Skills	Active	Peer Mentor	Overdue	Knowledge-sharing opportunity
	Final 90-day review with manager	Development	Active	Manager	Planned	Performance discussion
			Active		Complete	
			Active		Complete	
			Active		Complete	

Training Schedule and Activities

Training Phase	Activity Description	Category	Active / Hold	Point of Contact	Status	Comments
Continuing Development	Leadership training program enrollment	Development	Hold	HR Representative	Pending Approval	Preparing for growth
	Industry networking and conference participation	Development	Active	Marketing Team Lead	Scheduled	Strengthen industry connections
			Active		Complete	
			Active		Complete	
			Active		Complete	
			Active		Complete	

Competency and Performance Tracking

Competency Area	Target Date	Date Observed	Score	Areas of Strength	Improvement Areas	Next Steps
Company Policies and Compliance	MM/DD/YY	MM/DD/YY	5	Strong grasp of policies	None	Continue policy adherence
Marketing Software Proficiency	MM/DD/YY	MM/DD/YY	3	Basic software understanding	Practice with analytics tools	Additional hands-on training
Content Creation and Brand Consistency	MM/DD/YY	MM/DD/YY	4	Writes engaging content	Improve in tone consistency	Review with the senior editor
Cross-Team Communication	MM/DD/YY	MM/DD/YY	4	Engages well in meetings	Improve response times	Set reminders for follow-ups
Campaign Strategy Execution	MM/DD/YY	MM/DD/YY	3	Understands process	Needs experience running full campaigns	Work under supervision on the next campaign
	MM/DD/YY	MM/DD/YY				
	MM/DD/YY	MM/DD/YY				
	MM/DD/YY	MM/DD/YY				
	MM/DD/YY	MM/DD/YY				
	MM/DD/YY	MM/DD/YY				

Training and Meetings Attended

Training Title	Target Date	Date(s) Attended	Hours	Topics Covered	Trainer / Speaker
New Hire Orientation	MM/DD/YY	MM/DD/YY	3	Company overview, compliance, policies	HR Representative
Marketing Software Training	MM/DD/YY	MM/DD/YY	2	CRM, email automation, data analytics	Learning and Development
Brand and Content Strategy	MM/DD/YY	MM/DD/YY	2.5	Branding guidelines, voice, and content planning	Marketing Team Lead
Cross-Team Collaboration Workshop	MM/DD/YY	MM/DD/YY	2	Team synergy, role alignment	Training Coordinator
Performance Check-In	MM/DD/YY	MM/DD/YY	1	Goal assessment, feedback discussion	Manager
Data Analysis for Marketers	MM/DD/YY	MM/DD/YY	3	Reporting best practices, tracking success	Analytics Team
Leadership Development Program	MM/DD/YY	MM/DD/YY	5	Decision-making, conflict resolution, growth	Human Resources and Guest Speaker
	MM/DD/YY	MM/DD/YY			
	MM/DD/YY	MM/DD/YY			



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