**[](https://es.smartsheet.com/try-it?trp=27233)Plantilla de plan de capacitación semanal para empleados**

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| Contacto de capacitación | | | | Departamento | | | Inicio de la semana | | | | Fin de la semana | | | | |  | |  | | |  |  | |  |  | | | | | | | |  | | | | | |
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| Asignaciones y metas de capacitación | | | | | | | | | | | | | | | | | | | |  | | | | | | |  | |  | |  | | |  | |  | |  | | |  | |
| **Empleado** | **Asignación de capacitación** | | **Método de capacitación** | | | **Meta o resultado deseado** | | **L** | | **MA** | **M** | **J** | **V** | **Estado de finalización** | | | **Notas** | | | | | |
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| Revisión semanal de la capacitación | | | | | | | | | | | | | | | | | | |  | | | | | | |  | |  | |  | |  | | |  | |  | | |  | |
| **Asignación de capacitación** | | **Empleados capacitados** | | | **Tasa de finalización (%)** | | | | | | **Comentarios del responsable de la capacitación  Escala (1-5)** | | | | **Próximos pasos** | | | | | | | |
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| **DESCARGO DE RESPONSABILIDAD**  Todos los artículos, las plantillas o la información que proporcione Smartsheet en el sitio web son solo de referencia. Si bien nos esforzamos por mantener la información actualizada y correcta, no hacemos declaraciones ni garantías de ningún tipo, explícitas o implícitas, sobre la integridad, precisión, confiabilidad, idoneidad o disponibilidad con respecto al sitio web o la información, los artículos, las plantillas o los gráficos relacionados que figuran en él. Por lo tanto, la confianza que usted deposite en dicha información es estrictamente bajo su propio riesgo. |