

Sample Training Plan

Training Plan for XYZ, Inc. – Company Wide Plan – Jan. 2003

Proposed Training What Training Is Needed?	Business Need Solved How will the training help my company? (Trainees will be able to?)	Trainer	Time Line	Number of Employees to be Trained	Cost of Training
Introduction to Work Environment and Machine Cross Training Cross training for all new hires.	Hire 20 new machine operators and have productive as current operators within 120 days.	In-house	Sept – Dec, 2003	20 machine operators 5 supervisors	\$9,000
PC Training in MS Outlook/ Office Suite Classroom training for all new users.	Upgrade company to Outlook /MS Office Suite Benefit – Stay current/ software easier to use and maintain	ABC Computer Company	Jan – Feb	10 supervisors 10 support staff	\$2,000