TEAM TRAINING PLAN

You can use this form to record the training needs that you have identified for your team as a whole. This can help you to prioritise and document the training that needs to be done to make sure your workforce is working at optimum capacity.

Priority	Identified skill gap	Who needs training?	Type of training	Description of training	Training providers	Indicative cost	Delivery dates
<insert priority>	<insert the training need>	<insert name of employee>	<insert the type of training>	<insert a description of the training>	<insert the name of the training provider>	<insert cost of training>	<insert delivery dates>
			e.g. conference, course				