Business Training Plan

A corporate training plan will allow you to keep your team members trained. In this way, your employees will have up-to-date knowledge about the topics or techniques necessary to carry out their assigned tasks.

| Business Training Plan |
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| **Objectives** |  |
| **Department** |  |
| **Topic or action to be trained** |  |
| **Selection criteria** |  |
| **Chosen team** |  |
| **Training modality** |  |
| **Training location** |  |
| **Within or outside working hours** |  |
| **Required materials or equipment** |  |
| **Number of modules** |  |
| **Type of final evaluation** |  |
| **Training period** |  |
| **Schedule** |  |
| **Number of hours** |  |
| **Certification obtained** |  |
| **Training institution** |  |
| **Skills acquired** |  |
| **Individual cost per training** |  |
| **Total training cost** |  |