Training Plan

Trainee: _____ **Job Title:** _____

Rating Scale: NI – Needs Improvement, SL – Still Learning, C – Competent

Job Skill	Training Schedule	Rating (NI, SL, C)	Comments
Soft Skills: Relationships with co-workers, ethical, acceptance of constructive criticism, initiative, understands workplace culture, judgment			
Job Retention Skills: Dependability, attendance, adheres to dress code, follows work rules			

_____ _____

Business Representative Date

_____ _____

Trainee Date