

INSERT ORGANIZATION NAME (HR 1 YR TRAINING PLAN)

SUBJECT	Total Sessions (for each course)	Projected session to be trained in Month 1	Projected sessions to be trained in Month 2	Projected sessions to be trained in Month 3	Projected session to be trained in Month 4	Projected session to be trained in Month 5	Projected session to be trained in Month 6	Projected session to be trained in Month 7	Projected session to be trained in Month 8	Projected session to be trained in Month 9	Projected session to be trained in Month 10	Projected session to be trained in Month 11	Projected session to be trained in Month 12
CLASS 1	4		1		1		1		1				
CLASS 2	2	1	1										
Example - Customer Service Management - In-house	1									1			
Business Communications													
Business Admin & Mgmt, Gen													
Team Leadership													
Business Admin, Other													
Team Building													
PC Skills - Databases													
PC Skills - Project Management													
PC Skills - Project Management													
Engineering-Related Technologies/Tech													
Engineering-Related Tech, Gen													
Totals:	7	1	2		1		1		1	1			

* Sessions are projected with (x) number of attendees per session

SAMPLE HR TRAINING PLAN

SIGN-OFF by CEO/COO

SIGN-OFF by ALL Educational Provider(s)

