|  |  |
| --- | --- |
| **TRAINING PLAN AND RECORD** | **YEAR YYYY** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planning and Implementation Status** | | | | | | | | **Evvaluation of Effectivness** | | | |
| **Intention (1)** | **Type (2)** | **Curricula** | **Trainees** | **Trainer** | **Duration**  **(00:00)** | **Date** | **State (3)** | **Method of Evaluation** | **Responsible** | **Deadline** | **Result (4)** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

1 - Fulfil Competence Gaps (FCG) or Professional Development (PD) | 2 – On Job (OJ) or Classroom (C) | 3 – Done (D), Postponed (P) or Cancelled (C) | 4 – Effective (E) or Not Effective (NE)