



Sample Training Plan

Training Plan for XYZ, Inc. – Company Wide Plan – Jan. 2003

Proposed Training What Training Is Needed?	Business Need Solved How will the training help my company?	Priority Link to Business Strategic Plan	Time Line Date Needed	Resource Planning In-house, Sole Source, WEDnetPA	Budget & Notes
Introduction to Work Environment and Machine Cross Training Cross training for all new hires.	Hire 20 new machine operators and have productive as current operators within 120 days.	A Part of Strategic Plan to Improve Capacity	Jan-April 2003	In-house – Train the Trainer – Curriculum Development Assistance from WEDnetPA Partner	\$9,000 Grant from WEDnetPA GFT Program. 100 trainer hours, 25 Hours from WEDnetPA
PC Training in MS Outlook/ Office Suite Classroom training for all new users.	Upgrade company to Outlook /MS Office Suite Benefit – Stay current/ software easier to use and maintain	A MIS Goal	July 2002 - Jan 2003	Proposals from Community College & State System School. 90 upgrade users & 20 new users.	\$25,000 plus 50% match from CJT Funds.
Lean Manufacturing Train Machine Operators in Lean Manufacturing Techniques – Set Up Time Reduction	Improve Machine Availability & Productivity by 5%. Benefit – more machine capacity	A Part of 2002 Strategic Plan to Improve Capacity	Sept-Dec 2003	WEDnetPA program - 20 people for training, 10 for implementation	\$5,000. \$20,000 cost savings expected first year in added machine availability
Customer Service Training For existing Call Center Customer Service Reps.	Decrease Call Time by 25 seconds per agent. Increase Product Knowledge of Agents to improve their order close rate by 5% or \$80,000 over the year.	A Sales and Marketing Goal	Mar -June 2003. Finish by busy season that starts in summer	Local WEDnetPA Partner	\$7,000 90 employee hours in training.
Job Cross-Training for Key Operator Positions On-the-job rotation of all machine operators with competency testing integrated into new Pay for Skills Program to increase retention rates	Cross training of Machine Operators. - Improve machine availability and response time to change orders. Increase on-time delivery rate by 10% to 97% of all orders.	B HR Goal as part of Employee Retention Strategic Planning Goal	July - October 2002	In-House Program with Assistance from HR Consultant to create Pay for Skills Program and Cross Training Documentation	150 hours of training time, \$6,000 for consultant \$8,000 in Pay for Skills Wage Increases.



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Training Plan for _____ Dept. _____ Date: _____

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