



Training and Development Plan Template

Streamline Employee Growth

A Comprehensive Template for Building Effective
Training and Development Plans

Risely



Introduction

Employee training and development are critical to your team's long-term success. Hence, it cannot be taken lightly with varying plans and methods. Instead, you need a comprehensive plan that meets your organization's unique needs.

In this employee training and development plan framework document, you will find:

- A training and development essentials checklist
- An employee training and development plan template
- Best practices for successful implementation



1 Table of Contents

Training Needs and Identifying Them

Before You Train - A Checklist for Effective L&D

Employee Training and Development Plan Template

Best Practices for Employee Training and Development

Empower L&D with Risely



2 Training and Development Plans at a Glance

“A training and development plan sums up your approach to improving employee skills, knowledge, and performance within an organization. It outlines specific learning objectives, strategies, and activities designed to enhance individual and team capabilities.”

Broadly, a training and development exercise begins with identifying your organization's training needs at team and individual levels. These are often outlined using the broader learning and development strategy for your organization and skills gap analysis.



Training needs arise due to multiple causes, such as:

- ▶▶ You have hired a new team member
- ▶▶ A team member has taken up a new role or additional responsibilities
- ▶▶ Your existing team members do not have adequate skills to achieve efficiency
- ▶▶ Your industry or organization is undergoing major change, thus creating a need for new skills

In all these scenarios, you need a comprehensive training and development plan that further translates your needs into goals and objectives to be achieved with specific training and development methods.

It also accounts for the target audience, their development needs and aspirations, and the suitability of particular training methods, timelines, and evaluation methods.



3 Training and Development Plan Questionnaire

Are you sure you have covered all the bases? Let's recheck with this training and development questionnaire.

The pre-training questions give you an overview of the plan and its potential run. The questions to be asked during training help you fine-tune and adjust as per feedback. The post-training questions will help you once the plan is complete in its present iteration.



Pre-training:

- What specific learning objectives are we trying to achieve?
- Who is our target audience, and what are their current skill levels?
- How does this training align with our organizational goals?
- What content and delivery methods will be most effective for our learners?
- What resources (time, budget, personnel) do we need for this training?
- How will we measure the success of this training initiative?
- Are there any potential barriers to learning we need to address?





During training:

- Are participants engaged and actively participating?
- Is the pace of learning appropriate for the group?
- Are we adapting the content based on learner feedback and reactions?
- Are we providing enough opportunities for practice and application?
- Are we creating a safe and inclusive learning environment?
- Are we effectively using the allocated time?
- How can we reinforce key learning points throughout the session?



Post-training:

- Did we meet our learning objectives?
- What feedback did participants provide about the training?
- How can we support the transfer of learning to the workplace?
- What measurable impact has the training had on performance?
- Are there any areas where follow-up training or support is needed?
- How can we improve the training for future iterations?
- What was the return on investment (ROI) for this training initiative?
- How can we celebrate and share success stories from the training?





4 Employee Training and Development Plan Template

Before You Train -

A Checklist for Effective L&D Implementation

There are a few things to consider before you implement your training and development plan! We have developed a handy training and development for you to get this right.

Things to do:

- Employee and team skill gap analysis to identify improvement areas.
- Develop goals in short and long periods in consultation with the employee.
- Review and update training materials, including educational content.
- Share the training plan and expected outcomes with the employee and their team managers.
- Share any handbooks, manuals, and pre-reading materials the employee may need.

Training and Development Plan Template



How does it work?

STEP 1: START WITH PROFESSIONAL GOALS

Effective training and development plans must be in tune with two critical areas—their team's needs and personal goals. The plan must then begin by putting an employee's professional goals at the center.

STEP 3: BREAK DOWN GOALS INTO SKILL SETS

Further, every goal requires specific skills to achieve it. For example, suppose I want to develop my profile as a team leader. In that case, I need to work on assertive communication and conflict resolution abilities because my organization values these skills in their leaders, and I feel I have scope for improvement there.

STEP 5: BUILD AN ACTION PLAN

Build upon your understanding of the employee's skill gaps to create actionable items for them on a weekly, monthly, and quarterly basis. Ensure that you also define what success looks like for these plans and measure the progress accordingly on a scale of 1-5.

STEP 2: RANK THE GOALS IN ORDER OF IMPORTANCE

In consultation, the employee and their manager can assign a priority value (with 1 being the topmost and following a descending order) for every goal.

STEP 4: MEASURE SKILL GAPS

Next, assess the employee's current skill levels and define the desired level needed to accomplish their goals. The difference between the two will help you understand the scope of interventions needed.



Employee Information

Name

Current Role and Team

Future Role and Team

Manager

Assessment Date

Start Date

End Date

GOAL SETTING

Professional Goals	Priority	Skills Needed for Goal			
		Skill Name	Current	Desired	Gap



TOP 3 SKILL NEEDS :

1. _____
2. _____
3. _____

SKILL-WISE ACTION PLAN

Skill Name	Actions			Progress	Manager's Remarks
	Weekly	Monthly	Quarterly		
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Employee Signature

Manager Signature



5 Best Practices for Employee Training and Development

A plan is just the start, there's more you can do:

Align training and development plans with organizational objectives

Training and development efforts for employees are an important investment for your organization. By ensuring that you are well-aligned with the company's broad objectives, your L&D team impacts many areas, including better goal achievement, strategic wins like creating a competitive edge and a strong company brand, and improvements across various performance metrics.

Think of ROI

Training and development plans don't just end with implementation. That's just half the battle won, you need to focus on demonstrating the ROI of training efforts to make a strong case for a bolder and influential L&D function within the organization. You can do this by tracking:

- ▶ Performance improvements
- ▶ Skill scores
- ▶ Behavioral changes
- ▶ Employee satisfaction
- ▶ Error rates on the job
- ▶ Customer satisfaction
- ▶ Internal mobility
- ▶ Cost savings, etc.



Leverage technology

Utilize learning management systems, mobile apps, and other digital tools to enhance accessibility and engagement. Old-school learning no longer excites corporate workers, and several unique programs are going out and about. For instance, Risely offers hyper-personalized leadership coaching with the help of AI. There are more unique options, such as equine-facilitated learning that uses horses for people's development. Tech is opening new avenues every day for L&D to reach a wider audience and create a healthier impact, so don't shy away from leading change!





6 Empower L&D with Risely

Leadership development is one of the biggest areas of focus for L&D teams. As per *LinkedIn Workplace Learning Report**, more than half (57%) L&D professionals are engaged in development leadership and management skills. And yet plenty of professionals stagnate.

Are you also struggling with the maze of training and development solutions that seem to go nowhere?

Let's face it: fancy software and expert coaches are only effective if your managers use them.

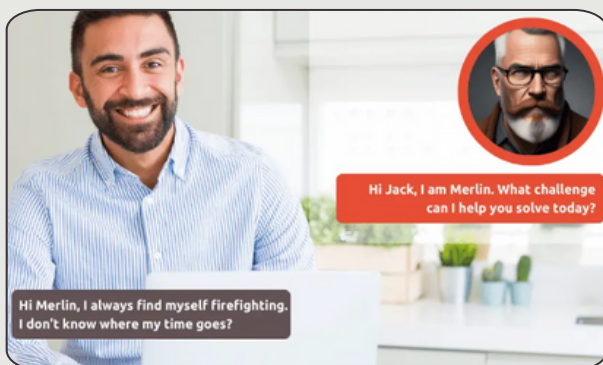
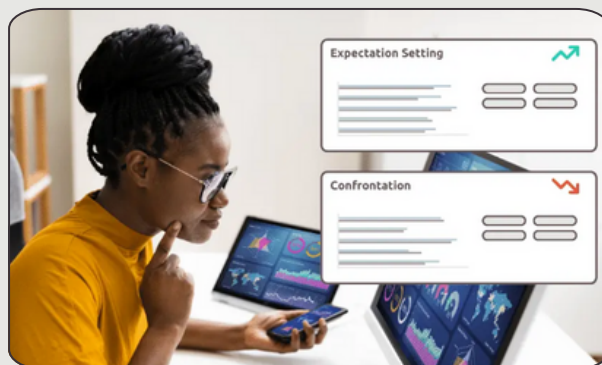
Here's the thing: traditional training programs don't cut it anymore. They fail to address the diverse challenges your managers face across the organization. Forget the ten more brochures you have piled up. We have a better solution – one that hands the reins to you.



Here's how Risely can bridge this gap and empower your managers to become the confident leaders your organization deserves:

BITE-SIZED LEARNING

Risely delivers micro-learning modules, making leadership development accessible and engaging for busy schedules. Managers learn and grow at their own pace, absorbing valuable insights in short, manageable bursts.



SCALABLE DEVELOPMENT

Unlike traditional coaching models, Risely is your AI coach who simultaneously provides personalized coaching to all your managers, ensuring everyone can access the support they need, as and when they need it.

COMPANY-ALIGNED LEARNING

Risely offers personalized coaching paths aligning with your organization's values and goals. This ensures managers develop the most relevant skills for your company's success.



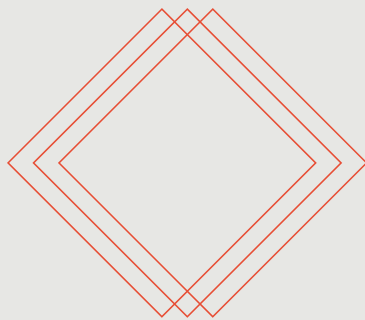


HONEST FEEDBACK & COACHING

Risely fosters a culture of open communication through anonymous feedback. This allows managers to receive constructive criticism without fear of judgment, leading to more effective development.

MASTERCLASSES FOR DEEPER DIVES

Complementing micro-learning, Risely offers regular Masterclasses led by subject matter experts. These sessions enable managers to deepen their skill sets in specific leadership areas.



Ready to unlock your Managers' potential? Want more? Hit us up at info@risely.me and let's figure something out as unique as your team's potential!

I have been on a trial of Risely and am very impressed. As someone who designs and delivers Leadership Development Programs, Risely was on point with its journey maps and coaching content. It was responsive and reinforced concepts in a variety of ways. I feel Risely will be a valuable tool for managers to utilize as they build their muscle in leading others effectively.

-Janis Cooper
Best Friends Animal Society

We searched for a long time for a management training solution that covered all bases for people skills as well as things like time management and organization. But only Risely delivered this for us. Risely's team has been super helpful and responsive, and the AI component, Merlin, is really amazing. Thank you, Risely!

-Joy Jones
Vice President, Your Pet Space

Risely is the smartest way I've seen to support leaders in building, developing, and managing cohesive teams. At the end of the day, we want to improve people's performance, and this solution saved us time and resources to make it happen.

-Pedro Alvarez
Innovation Director, The AES Corporation

I have had 1-1 coaching before, and Risely was so much different. I could pace the guidance as per my preference and customize the challenges I face. The practical advice during my workday helps me easily navigate challenging situations.

-Garima Mathur
Director - Strategic Marketing

Leaders like you are transforming their professional lives with **Risely**





Risely

www.risely.me

