**EMPLOYEE TRAINING SCHEDULE TEMPLATE**

This template provides a structured and professional way to plan, monitor, and evaluate training sessions for employees across departments. It ensures each training activity is documented and aligned with business objectives.

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| **Date** | **Training Topic** | **Trainer/Facilitator** | **Target Department/Team** | **Training Mode (Physical/Virtual)** | **Outcome/Remarks** |
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**Instructions:**

1. Fill in the schedule monthly or quarterly based on your business training plan.

2. Ensure each training has an identified trainer and clear expected outcomes.

3. Track remarks to evaluate if follow-up sessions are needed.