**TRAINING & CAPACITY BUILDING SCHEDULE TEMPLATE**

This Training & Capacity Building Schedule Template is designed for Nigerian SMEs seeking to upskill their teams, ensure compliance with internal policies, and improve business operations. This document helps business owners, HR professionals, and department heads plan, track, and evaluate both internal and external training programs.

**Section A: General Information**

|  |  |
| --- | --- |
| Company Name |  |
| Department |  |
| HR Manager/Training Coordinator |  |
| Training Period |  |
| Location |  |

**Section B: Training Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Date | Training Topic | Facilitator | Time | Venue |
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**Section C: Learning Objectives**

Use the space below to list the learning objectives of the scheduled training sessions. Ensure each session addresses a key area of growth:

1.  
2.  
3.  
4.  
5.

**Section D: Post-Training Evaluation Plan**

After each session, participants should complete feedback forms and supervisors should monitor the application of new skills. Below is a basic plan for post-training evaluation:

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Method | Responsible Person | Timeline | Remarks |
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