# TEAM TRAINING PLAN

# You can use this form to record the training needs that you have identified for your team as a whole. This can help you to prioritise and document the training that needs to be done to make sure your workforce is working at optimum capacity.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Priority** | **Identified skill gap** | **Who needs training?** | **Type of training** | **Description of training** | **Training providers** | **Indicative cost** | **Delivery dates** |
| <insert priority> | <insert the training need> | <insert name of employee>  | <insert the type of training> | <insert a description of the training> | <insert the name of the training provider> | <insert cost of training> | <insert delivery dates> |
|  |  |  | e.g. conference, course |  |  |  |  |
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