

# Training Plan

Company name:

Date:

Your name:

Budgets:

Job title:

Volume of staff:

Training commencement date:

compliance:

%

## Current Situation

Training objectives:

Environmental risk assessments indicate the following courses:

Current care plans indicate these courses (including Specific Conditions):

Additional / specialist / soft skill courses:

# Training Plan

## Opportunities

Other training gaps identified: \_\_\_\_\_

Courses to be delivered through practical sessions: \_\_\_\_\_

Best delivery for remaining courses: \_\_\_\_\_

Best way to share training with the staff: \_\_\_\_\_

What incentive / structure can be put in place to support staff to complete training: \_\_\_\_\_

Ways to complete ongoing assessments: \_\_\_\_\_

## Need some help?

If you need some guidance on the best way to carry out a training plan, for example which courses CQC consider mandatory, or would like to speak to us about any element of your training and assessment process, then simply visit our website and leave your contact details so we can call you to discuss your requirements.

# Training Plan

## Action Points

Specific instructions to training provider: \_\_\_\_\_

Action to be taken: \_\_\_\_\_

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