Year Long Training Plan

Email us for an Excel format of this template (training@nztradegroup.co.nz)

It is recommended you carry out a Skillmap before doing the training plan.

1 Identify the trainings/events that are relevant for training
2 Book in the trainings relevant for relevant staff
3 Book in any other events known into the calendar
4 Load the names of the attendees into the cell
5 Load the trainings/events into the calendar with reminders, and relevant planning

NZTG Month Business Focus	Man & Admin **March**	Lead Gen **April**	Sales **May**	Technical **June**	Service **July**	Database **Aug**	Financials **Sept**	HR **Oct**	Bus Dev **Nov**	Bus Dev **Dec**	Bus Dev **Jan**	Roles/routines **Feb**
1. Technical												
(Please identify training)												
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Training Points												
2. Compliance												
H&S review/Policy update												
Insurance review												
Annual Accounts Meeting												
Regs, Acts & Standards update												
COC's etc Review, and file												
Equipment Calibration												
HR review, Policy, procedures, planning												
Practising License update												
Other												
Training Points												
3. Business Development												
Roadshow												
Business Plan												
Quart review												
Conf												
CMS Roadshow												

Group Coaching												
Coaching												
Software Adoption												
Business Assessments												
LMS (Online trainings)												
Sales Training												
Other												
Training Points												