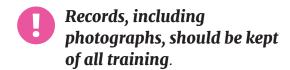
# Sample – workers training plan

### What is a workers training plan?

Regular training and learning opportunities are an investment that helps employees to prosper and develop their skills for their own and the organisations benefit. Therefore, it is advisable that work sites should develop effective systems for trainings.



#### What should work-sites do?

- Identify training requirements based on processes, applicable legal requirements and codes of conduct.
- Develop training modules and material for each training topic.
- Have defined training topics and a formal training calendar for conducting regular training at fixed interval of time.
- Display training notice on notice board prior to the event
- Maintain minutes of training along with photographs and ensure that photographs have date and time digitally set in camera.
- · After the event, conduct an effectiveness review



Photographs with time and date stamps should be included in training reports

#### An example of a training calender?

TRAINING CALENDAR 2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	ост	NOV	DEC
Safe use of machinery												
Health and safety												
Emergency drill												
First aid												
Handling of hazardous materials and usage of PPE's												
Environment												



## Workers training

#### An example of a training notice?

	ON HEADED NOTEPAPER
	NOTICE
B : BB (1414	0.004

Date: DD/MM/YYYY

This is to inform you that training on XXXXXXX will be organized on DD/MM/YYYY at worksite premises at 14:00.

Authorized Signatory

### An example of a training records?

Work-site Name	Address	Training Topic:			
		Date:			
Trainer(s)					
Sr. No.	Name	Signature			
1.					
2.					
Trainee(s)					
1.					
2.					
Etc.					
Minutes of meetings					
Introduction:	Important points covered:	Questions and answers:			
Action plan:	Suggestions and remarks:	Next training date:			
Photographs					
Photo 1 (date/time)	Photo 2 (date/time)	Etc.			