### Sample

## **Worker Training Plan Template**

#### What is a worker training plan?

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

#### Key message:

Records, including photographs, should be kept of all training.



Photographs with time and date stamps should be included in training report.

#### What should worksites 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.

#### Below shows the example of a training calendar:

TRAINING CALENDAR 2023	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												



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Below shows an example of a training notice:

ON HEADED NOTEPAPER	2					
NOTICE						

Date: DD/MM/YYYY

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

(Authorised Signatory)

Below shows an example of a training record:

Worksite Name	Address	Training Topics			
		Date:			
Trainer(s)					
Sr. No.	Name	Signature			
1.					
2.					
Trainer(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.			

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