

Onboarding Training Plan Template



Employee Information

| | | | | | |
|---------------|--|--------------|--|---------------|--|
| Employee Name | | Start Date | | Position Held | |
| Department | | Manager Name | | Last Revised | |

Onboarding Training Schedule

| Process / Monitor | Preparatory | Orientation | Integration | Long-Term Development | Digital Tools and Notes |
|-------------------|-------------|-------------|-------------|-----------------------|-------------------------|
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Training Goals and Success Metrics

| Phase | Goal | Success Metric | Evaluation Method |
|-------|------|----------------|-------------------|
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Evaluation and Feedback

| Criteria | Employee Feedback (1-5) | Manager Feedback (1-5) | Areas for Improvement | Follow-Up Action | Next Check-In Date |
|----------|-------------------------|------------------------|-----------------------|------------------|--------------------|
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