A close up of a mans face

Description automatically generated

**Skills Development Facilitator**

**Handout 17**

**Template for Training Plan/Record**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **DEPARTMENT/ORGANISATION TRAINING PLAN/RECORD** | | | | | | | |
| **Role/Occupational group** | **Name of Employee** | **Outcome/Course** | **External Course Provider** | **Internal Course Facilitator** | **Attendance date** | **Costs** | **Accreditation date** |
|  |  |  |  |  |  |  |  |