



# **Skills Development Facilitator**

## **Handout 18**

# **Template for Training Plan/Record**

SKILLS DEVELOPMENT PROJECT PLAN	RESPONSIBLE PERSON	RESOURCES	DATE: FROM	DATE: TO
Register and train a workplace skills facilitator				
Establish a training committee				
Identify organisation strategic skills requirements <ul style="list-style-type: none"> <li>• Outcomes Matrix per department</li> <li>• For entire organisation</li> </ul>				
Workplace skills audit <ul style="list-style-type: none"> <li>• Generate skills profiles</li> <li>• Employee self-assessment against role profiles</li> </ul>				

<ul style="list-style-type: none"> <li>• Learning strategized</li> </ul>				
Submit WSP				
Quality assurance <ul style="list-style-type: none"> <li>• Train assessors</li> <li>• Train moderators and coaches</li> <li>• Develop in house learning programmes</li> <li>• Identify accredited external training providers</li> <li>• Register learning site</li> </ul>				

<p>Performance Management</p> <ul style="list-style-type: none"> <li>• Portfolio building</li> <li>• Performance Discussions</li> <li>• Personal Development Plans</li> </ul>				
<p>Capture and manage learning database</p> <ul style="list-style-type: none"> <li>• Ensure grant return</li> </ul>				