

Annual training and development plan

To help agree clear expectations, engage and motivate new employees and make effective decisions.

Details			
Employee name		Manager	
Role		Date	/ /

With your employee, discuss and identify their training and development opportunities which may include

- Focusing on skills or behaviours to enable them to do their job well and safely,
- Learning systems or operating procedures specific to your farm
- Taking responsibility for an area of the business

Remember to schedule regular and structured training into the working week, provide opportunities for employees to practice newly acquired skills on farm and include training progress conversations in performance reviews.

Development Opportunity 1			
Opportunity			
Description of training	Delivery details <i>[how, where, by who, by when]</i>		
Training progress report			Date / /
Training progress report			Date / /
Training progress report			Date / /
Date completed	/ /		
Employee			
Employer/Line Manager			

Development Opportunity 2

Opportunity

Description of training

Delivery details *[how, where, by who, by when]*

Training progress report

Date / /

Training progress report

Date / /

Training progress report

Date / /

Date completed

/ /

Employee

Employer/Line Manager

Development Opportunity 3

Opportunity		
Description of training	Delivery details <i>[how, where, by who, by when]</i>	
Training progress report		Date / /
Training progress report		Date / /
Training progress report		Date / /
Date completed	/ /	
Employee		
Employer/Line Manager		

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