# Team training plan

You can use this form to record the training needs that you have identified for your team as a whole. This can help you to prioritise and document the training that needs to be done to make sure your workforce is working at optimum capacity.

| Priority | Identified skill gap | Who needs training? | Type of training | Description of training | Training providers | Indicative cost | Delivery dates |
| --- | --- | --- | --- | --- | --- | --- | --- |
| <insert priority> | <insert the training need> | <insert name of employee> | <insert the type of training>e.g. conference, course | <insert a description of the training> | <insert the name of the training provider> | <insert cost of training> | <insert delivery dates> |
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