

Team training plan

(insert organisation / logo)

If you have a number of employees who are undertaking training, it may help to record their training requirements in a team training plan.

Priority	Identified skill gap	Who needs training?	Type of training	Description of training	Training providers	Indicative cost	Delivery dates

For more information on this topic, refer to **Chapter 3. Induct, Train and Develop** of *Your Workforce – a guide for Northern Territory Employers*.