

EMPLOYEE TRAINING PLAN

Employee's Name: COLLINS SAMATA

Employee ID: 1000255

Job Title: LECTURER

Department: BUSINESS SCHOOL

Manager: Gibbs Nyambuya

Plan Release Date: Octoberr 08, 2024

Training Topic	Mode	Status	Expected Completion
Power Point Presentation	Video	Finished	10-Oct-24
Content Creation	Online	Finished	11-Oct-24
Lesson Planning	eLearning	Finished	12-Oct-24
Assessment and Marking	Role playing	Finished	13-Oct-24
Time Management Training	Coaching	Finished	14-Oct-24
Class Management	Instructor led	Finished	15-Oct-24
Emotional Intelligence Training	Instructor-led	Finished	16-Oct-24
Negotiation Training	On-the-Job	Not Started	17-Oct-24
Leadership Training	Role playing	Not Started	18-Oct-24
Project Management Training	eLearning	In Progress	19-Oct-24
Team Building Training	eLearning	Not Started	20-Oct-24
Training topic #1	eLearning	Finished	21-Oct-24
Training topic #2	Coaching	Not Started	22-Oct-24
Training topic #3	Coaching	Not Started	23-Oct-24
Training topic #4	Coaching	Not Started	24-Oct-24
Training topic #5	Coaching	Not Started	25-Oct-24