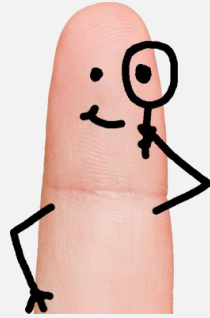


Date	
Employee Name	
Manager Name	

In the following tables, enter the skills required for the employee's position and job description. Insert additional rows if needed.

Computer Skills

Subject Area/Software	1-Beginner 2-Intermediate 3-Advanced		Training Plan	Completed Training Date
	Current Level	Required Level		
Microsoft® Word®	<input type="checkbox"/>	<input type="checkbox"/>	Enter training plan here - including training providers and costs, travel and supplies, if applicable.	DD/MM/YYYY
Microsoft Excel®	<input type="checkbox"/>	<input type="checkbox"/>	Enter training plan here - including training providers and costs, travel and supplies, if applicable.	DD/MM/YYYY
Microsoft PowerPoint®	<input type="checkbox"/>	<input type="checkbox"/>	Enter training plan here - including training providers and costs, travel and supplies, if applicable.	DD/MM/YYYY
Salesforce.com®	<input type="checkbox"/>	<input type="checkbox"/>	Enter training plan here - including training providers and costs, travel and supplies, if applicable.	DD/MM/YYYY



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Authorizations

Manager: Insert Name	
Signature	Date
<i>PC-HR-1840-M.Training Reimbursement Agreement</i> required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Required if training costs exceed CUSTOMIZER: Insert cost ceiling. EXAMPLE: \$5,000 per year including wages to attend the training.	
Employee: Insert Name	
Signature	Date

Approved By

Obtain approval signatures if training costs exceed CUSTOMIZER: insert value.

CUSTOMIZER: Insert approval position level 1. Example: Department VP: Insert Name	
Signature	Date
CUSTOMIZER: Insert highest position in Finance: Insert Name	
Signature	Date
CUSTOMIZER: Insert other approvals such as HR: Insert Name	
Signature	Date