Onboarding Training Plan Template



Employee Information

Employee Name	Start Date	Position Held	
Department	Manager Name	Last Revised	

Onboarding Training Schedule

Process / Monitor	Preparatory	Orientation	Integration	Long-Term Development	Digital Tools and Notes

Training Goals and Success Metrics

Phase	Goal	Success Metric	Evaluation Method

Evaluation and Feedback

Criteria	Employee Feedback (1-5)	Manager Feedback (1-5)	Areas for Improvement	Follow-Up Action	Next Check-In Date

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.