**[A blue background with white text

AI-generated content may be incorrect.](https://fr.smartsheet.com/try-it?trp=17238)Modèle de plan de formation hebdomadaire pour les employés**

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| Contact pour la formation | | | | Service | | | Début de semaine | | | | Fin de semaine | | | | |  | |  | | |  |  | |  |  | | | | | | | |  | | | | | |
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| Missions et objectifs de formation | | | | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |  | | |  | |  | |  | | |  | |
| **Employé** | **Mission de formation** | | **Méthode de formation** | | **Objectif ou résultat souhaité** | | | **L** | | **M** | **M** | **J** | **V** | **Statut d’achèvement** | | | **Remarques** | | | | | |
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| Révision hebdomadaire de la formation | | | | | | | | | | | | | | | | | | |  | | | | | | |  | |  | |  | |  | | |  | |  | | |  | |
| **Mission de formation** | | **Employés formés** | | | | **Taux d’achèvement (%)** | | | | | **Commentaires du formateur  (Échelle 1-5)** | | | | **Étapes suivantes** | | | | | | | |
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