



Warwickshire Training & Development Plans

**Blank Photocopiable
training plans sheets**

Warwickshire Sure Start Early Years &
Childcare Partnership

Training Plans Sheet 1:
Skills Matrix.

Name of setting:
Date:

Member of staff & Early Years qualification	Statutory & Care related First aid, Food Hygiene, Child Protection, Health and Safety, Equal Opportunities	Curriculum Including attendance at Cluster Meetings	SEN	Other AT visits to other settings Reading documentation & periodicals

Training Plans Sheet 2: **Name of setting:**
Meeting the Training and Development needs of the setting.
Date: _____

Identified area of need	What will T&D achieve?	T&D activity, date, provider	Staff member(s)	How will information be fed back?	Actual impact on practice / evaluation

Training Plans Sheet 3:
Meeting Individual Training and Development needs.

Name:

Date:

Identified area of need/interest	What will T&D achieve?	T&D activity	Cost	How will information be fed back?	Managers signature on completion	Actual impact on practice / evaluation

Training Plans Sheet 4.

Record of staff training hours 200 – 200

Name:

Course title	Hours	In-service development opportunities	Hours	Cluster meetings	Hours

Total Number of Hours: