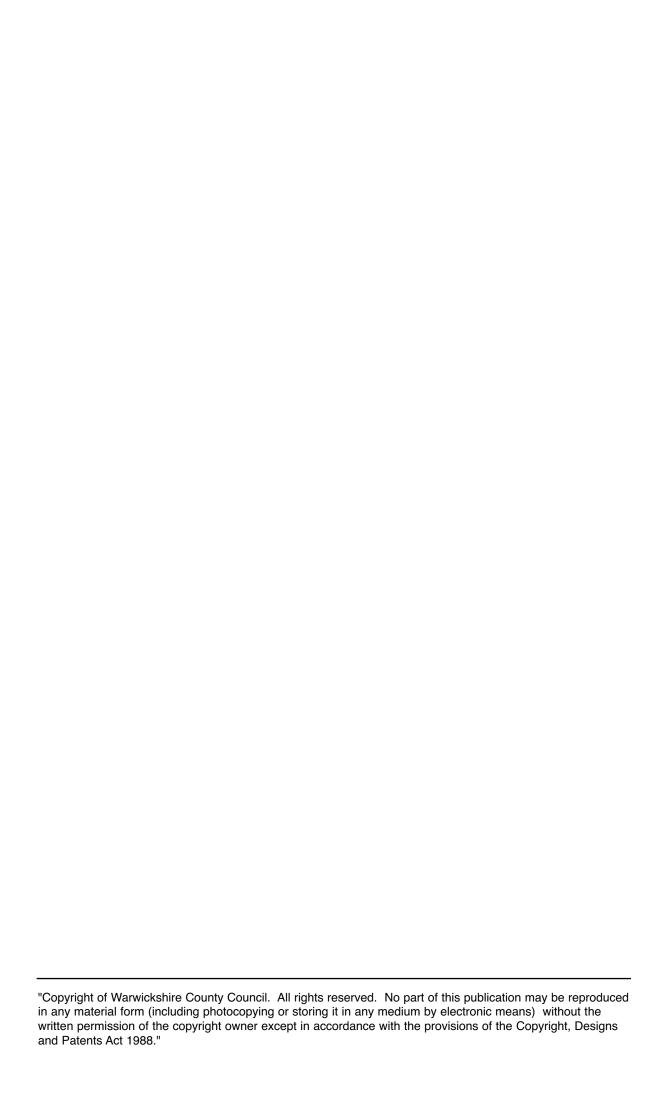


Warwickshire Training & Development Plans

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

<u>Training Plans Sheet 2:</u> <u>Name of setting:</u> <u>Meeting the Training and Development needs of the setting.</u>

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:

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

<u>Training Plans Sheet 4.</u> <u>Record of staff training hours 200 – 200</u>

Name:

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

Total Number of Hours: