Staff training plan

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Employee		**Start date**	
Role		**Trainer / buddy**	
Site		**Manager**	

White cells: type here. Tinted cells: calculate themselves. Pink: overdue or expired. Yellow: due soon.

Complete	Done	Overdue	Due soon
0%	0 / 13	0	0

#	When	Training	Type	Format	Trainer	Day	Due date	Completed	Signed off	Status	Notes
1	Day 1	**Welcome, team intro and site tour**	Induction	Workshop	Manager	1					
2	Day 1	**Health and safety induction: fire, first aid, accidents**	Compliance	On shift	Manager	1					
3	Week 1	**Shadow two shifts with the buddy**	Role skill	Shadow shift	Sam Carter	4					
4	Week 1	**Menu and drinks knowledge, with quiz**	Role skill	Course on phone		5					
5	Week 1	**Food hygiene Level 2**	Compliance	Course on phone		7					
6	Week 1	**Allergen awareness**	Compliance	Course on phone		7					
7	Week 2	**Till, payments and closing routine**	Systems	On shift	Supervisor	10					
8	Week 2	**Licensing and Challenge 25**	Compliance	Course on phone		14					
9	Week 3	**Steps of service: one section with backup**	Role skill	On shift	Sam Carter	18					
10	Week 4	**Wine and cocktail basics**	Role skill	Workshop	Maya (bar lead)	25					
11	Week 4	**First solo section**	Role skill	Sign-off	Manager	28					
12	Day 60	**Upselling and guest recovery**	Role skill	Workshop	Manager	60					
13	Day 90	**90-day review: confirm in role, set next goals**	Review	Meeting	Manager	90					

Due date = start date + day. Status uses the status date in Settings (empty = today).

Training matrix

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Type the date each person finished each course. Tinted: valid. Yellow: expires soon. Pink: expired. Empty: not done yet.

Name	Role	Health and safety induction	Food hygiene Level 2	Allergen awareness	Fire safety	Manual handling	COSHH	Licensing and Challenge 25	Menu knowledge	Up to date
			36	12	12	36	12	12		
Up to date										

Refresh every (months)

Refresh intervals are your own policy: UK law asks for adequate training and refreshers "where appropriate" but sets no fixed renewal date for most of these. Empty = no refresh.