**Training Schedule Planning Sheet**

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| --- | --- | --- | --- |
| **Organization Name:** |  | **Department:** |  |
| **Prepared By:** |  | **Date:** |  |
| **Training Period:** |  | | |

**Section 1: Training Overview**

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| --- | --- | --- | --- | --- | --- |
| **Training Title** | **Objective** | **Target Group** | **Trainer/Facilitator** | **Training Type (Online/In-person)** | **Location/Platform** |
| Workplace Safety Awareness | To enhance employee safety knowledge | All staff | Mr. Ali Khan | In-person | Main Auditorium |
| Customer Service Excellence | To improve client interaction skills | Frontline Staff | Ms. Ayesha Noor | Online | Zoom |
| Data Protection & Privacy | To ensure compliance with data laws | IT & Admin | Mr. John Smith | In-person | Training Room B |

**Section 2: Detailed Schedule**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Duration (hrs)** | **Topic/Module** | **Trainer** | **Participants** | **Materials Needed** | **Remarks** |
| 20-Oct-2025 | 09:00 – 11:00 | 2 | Introduction to Safety Standards | Mr. Ali Khan | 25 | Safety manual, projector | Orientation session |
| 22-Oct-2025 | 10:00 – 12:00 | 2 | Emergency Response Procedures | Mr. Ali Khan | 25 | Fire drill kit | Practical demo |
| 24-Oct-2025 | 02:00 – 04:00 | 2 | Handling Customer Complaints | Ms. Ayesha Noor | 15 | Case studies | Interactive session |
| 27-Oct-2025 | 11:00 – 01:00 | 2 | Data Protection Basics | Mr. John Smith | 10 | Laptop, handouts | Compliance focus |

**Section 3: Summary & Tracking**

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| --- | --- | --- | --- | --- | --- |
| **Total Sessions** | **Total Participants** | **Total Training Hours** | **Trainer Fees (PKR)** | **Materials Cost (PKR)** | **Total Cost (PKR)** |
|  |  |  |  |  |  |

**Section 4: Notes and Approvals**

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| --- | --- | --- | --- |
| **Prepared By** | **Designation** | **Signature** | **Date** |
|  |  |  |  |
| **Approved By** | **Designation** | **Signature** | **Date** |
|  |  |  |  |