

MITRATECH

TrakstarLearn

Employee Training Plan

EMPOWER. AUTOMATE. ELEVATE.



People Manager	
Employee	
Employee Role	



FOCUS AREAS	DESIRED OUTCOME	ACTION ITEMS	DEADLINE	BUDGET REQ.	BUDGET APPD.	CHECK-IN	CHECK-IN	CHECK-IN
Define up to 3	Use the SMART methodology	Define up to 5 items for each focus area	Date due	Leave empty if none	Filled by People Team	MAY 2024	AUG 2024	OCT 2024

People Manager	Heather Smith
Employee	Steve Granger
Employee Role	Field Marketer



Example Version

FOCUS AREAS	DESIRED OUTCOME	ACTION ITEMS	DEADLINE	BUDGET REQ.	BUDGET APPD.	CHECK-IN	CHECK-IN	CHECK-IN
Define up to 3	Use the SMART methodology	Define up to 5 items for each focus area	Date due	Leave empty if none	Filled by People Team	MAY 2024	AUG 2024	OCT 2024
Executive Presence	I want to increase presentation skills to be more confident in calls and improve peer presentation feedback by 10%.	Youtube video: link Hold 3 internal presentations Rhetorics seminar	5/10/2024 7/21/2024 8/4/2024	\$500	Yes			
Onpage SEO	I want to learn more about on-page SEO to improve optimize 10 blog articles this year.	ahrefs course: link Update existing blogs	4/12/2024 6/20/2024					
Data analytics	I want to become more data-driven and practice interpreting dashboards to make better decisions	Google Academy course: link 2 days of job-shadowing Ops	3/28/2024 5/25/2024					