

Annual training plan



Employee:	Position:	Manager:	Date:
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With your employee, discuss and identify their key strengths and opportunities for growth which may include:

- Focusing on skills or behaviours to enable people to do their job well and safely - see DairyNZ's job descriptions for ideas at dairynz.co.nz/jobdescriptions
- Learning systems or operating procedures specific to your farm, e.g. the system for how you like calf rearing to be done
- Taking responsibility for an area of the business, e.g. pasture monitoring.

Strengths:	Opportunities for growth:
1. _____ _____ _____	1. _____ _____ _____
2. _____ _____ _____	2. _____ _____ _____
3. _____ _____ _____	3. _____ _____ _____

Remember to:

- **Schedule** regular and structured training into your employee's (and their on-farm trainer's) rosters
- **Provide opportunities** for your employee to practice their new skills on farm post training
- **Have regular conversations** about training progress in one-on-one performance reviews

Growth opportunity 1	On-farm Training	Off-farm Training
	<p>How will it be trained?</p> <p>By whom?</p> <p>By when?</p>	<p>Course:</p> <p>Training Provider:</p> <p>Start date:</p>
	<p>Progress comments:</p> <p style="text-align: right;">Date: _____</p>	
	<p>Progress comments:</p> <p style="text-align: right;">Date: _____</p>	
	<p>Progress comments:</p> <p style="text-align: right;">Date: _____</p>	
	<p>Date completed: _____</p> <p>Employee's signature: _____</p> <p>Employer's signature: _____</p>	<p>Date completed: _____</p> <p>Employee's signature: _____</p> <p>Employer's signature: _____</p>

Growth opportunity 2	On-farm Training	Off-farm Training
	How will it be trained? By whom? By when?	Course: Training Provider: Start date:
	Progress comments: Date: _____	
	Progress comments: Date: _____	
	Progress comments: Date: _____	
	Date completed: _____ Employee's signature: _____ Employer's signature: _____	Date completed: _____ Employee's signature: _____ Employer's signature: _____

Growth opportunity 3	On-farm Training	Off-farm Training
	<p>How will it be trained?</p> <p>By whom?</p> <p>By when?</p>	<p>Course:</p> <p>Training Provider:</p> <p>Start date:</p>
	<p>Progress comments:</p> <p style="text-align: right;">Date: _____</p>	
	<p>Progress comments:</p> <p style="text-align: right;">Date: _____</p>	
	<p>Progress comments:</p> <p style="text-align: right;">Date: _____</p>	
	<p>Date completed: _____</p> <p>Employee's signature: _____</p> <p>Employer's signature: _____</p>	<p>Date completed: _____</p> <p>Employee's signature: _____</p> <p>Employer's signature: _____</p>