Training Matrix

Your Company Name

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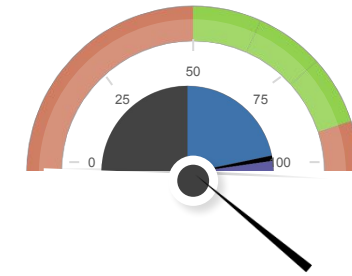# Department-wise Project Training Status Matrix for Employees

Employee Name	Department /Division	Financial Management	Customer Service	Project Management	Reporting	Text Here	Text Here
Bailey Ward	Logistics	Trained	Competent	Needs Training	Needs Training	Needs Training	Needs Training
Danny Lloyd	Operations	Trained	Competent	Competent	Competent	Competent	Competent
Aliana Davis	Procurement	Trained	Competent	Competent	Competent	Competent	Trained
Danny Brooks	Text Here	Trained	Trained	Trained	Trained	Trained	Needs Training
Ali Palmer	Text Here	Trained	Trained	Trained	Trained	Trained	Competent

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Employee Matrix with Training Schedule Plan and Status

Training Status - 2020

Sr. No.	Employee Name	Individual Status						Training Program
		Status	Identified	Fulfilled	Pending	Priority	Sr.	
1.	Silver Baxter	●	2	2	0	0 / A	1	7 QC Tools
						0 / B	2	Communication Skill
2.	Ray Brown	◕	2	1	1	1 / A	1	Problem Solving
						0 / B	2	Presentation Skill
3.	Mel Bennett	○	1	0	1	1 / A	1	Time Management
4.	Casey Baker	○	2	0	2	1 / A	1	Text Here
						1 / B	2	Text Here

Training Schedule Span (Apr 2020 – MAR 2021)

2020									2021		
Q2			Q3			Q4			Q1		
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		28									
			15								
							1-2				
			10,11								
							13				
						12-13					
							16				

Legends :

Planned :	28
Completed :	20
Overall Fulfillment (%)	71%

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Responsibility Matrix with Training Plan and Need Analysis

Role/Position Title/Position	Responsibilities	Qualifications/Competency	Training Needs	Planned Dates	Training Details	Remarks
Director	• Setting policy • Resource allocation • Text here	Business Administrator	EMS Awareness (In House)	20/05/2020	Text Here	Text Here
Environmental Manager	• Implement environmental policy • Monitor and measurement of environmental performance • Text here	Certified Lead Auditor	EMS Training (External)	25/05/2020	Text Here	Text Here
Procurement Manager	• Purchase raw materials that comply with environmental requirements • Text here	Text Here	Text Here	Xx/Xx/Xxxx	Text Here	Text Here

EMS: Environmental Management System

Matrix showing Staff Skills Proficiency with Training Requirements

skills / Employees	Payroll Processing	Customer Focus	Relationship Management	Safety Training	Text Here	Text Here
Brett Bradley	5	3	2	5	1	1
Alexis Hussain	5	5	3	1	4	1
Bennie Lane	3	3	3	3	5	3
Lane Harrison	4	5	2	3	1	3
Brook John	3	4	3	3	1	3
Nicky Burton	4	5	2	1	1	3
Skyler Lane	4	4	3	3	5	2
# skilled or Above	4	5	4	1	3	4
% of Total	57%	71%	57%	14%	43%	57%
Skills Average	4	4	3	4	4	3

Key :

1 No Training Required	2 Training Required	3 Currently Being Trained	4 Trained in This Area	5 Skilled Enough

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Labor Management :

- A labour management system allows for labour productivity reporting and planning.
- The ability to analyse workforce requirements given a certain amount of work to be performed and a standard unit of time to perform each element of work is provided by the planning capabilities.

Employee Skills Analysis Matrix for Validating Training Program Requirement

# Personnel	Machine Operation	Equipment Operation	Supply Chain Management	Raw Material Management	Labour Management	Add Text Here	Add Text Here	Add Text Here
1 Michal Miller	4	4	4	4	4	XX	XX	XX
2 Jon Smith	1	1	1	1	1	XX	XX	XX
3 Alex Ryan	3	2	2	3	1	XX	XX	XX
4 Ted Jerry	4	3	3	4	4	XX	XX	XX
5 David Cooper	3	3	3	3	3	XX	XX	XX
6 Jon Simpson	3	3	4	3	3	XX	XX	XX

4 Excellent   3 Good   2 Average   1 Poor

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Security training programs:

- IT and security professionals use security awareness training to prevent and mitigate user risk.
- These programmes are intended to help users and employees understand their role in combating information security breaches.

Security Training Program Frameworks

This slide outlines the criteria, describes possible positions that could be subject to instruction, instruction information sources, and metrics to assess training success in those control areas.

Requirements		Target audience for training					Source Content for Training Materials	Metrics
		All	M	C/A	PT	IT		
Build and Maintain a Secure Network and Systems								
1.x	To protect the cardholder data, activate and manage a firewall setup.					X	○ Industry standards and best practices for network and systems security ○ Vendor reference materials and best practice documentation ○ Add text here	○ Few if any network outages ○ Changes implemented successfully with minimal disruption ○ Add text here
1.4	Enable personal firewall apps on all mobile computers and/or computers operated by workers that link to the Internet outside of the network.	X						
2.x	To protect the cardholder data, activate and manage a firewall setup.					X		
Protect Cardholder Data								
3.x	Protect stored cardholder data		X			X	○ Industry standards or regulations related to the protection of consumers private information ○ Add text here ○ Add text here ○ Add text here	○ Scanning and network traces ○ Add text here
3.7	Ensure the protections and operating protocols for the security of stored cardholder data are registered, in service, and understood to those concerned.	X						
4.x	Encrypt cardholder data transfer over free, public networks					X		

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- **Cross-training** is the process of teaching an employee new skills in order for them to perform in a job for which they were not initially qualified.
- Many business owners will cross-train to cover for an employee who is sick or on leave, but cross-training is more than just a temporary compliance measure.

Team Evaluation Matrix for Software Development Cross Training Program

Skills Required	Required From	Till	Reason	Required Skill Level	Current Skill Level Peter	Jorg	Sandra	Hendrik	Action
App codding	March	May	for upcoming international project	🟡	🟡	🟢	🔴	🔴	Implement 2 months training workshop
Software testing	April	July	Reduce software error chances	🟢	🔴	🟡	🟢	🔴	Paired peter with Jorg Paired Hendrik with Sandra
Scrum	June	Aug	Improve daily spring progress	🟢	🔴	🟡	🔴	🔴	Sent Peter, Sandra and Hendrik to 5 weeks training program
Bug Fixing	Sept	Oct	Improve user experience	🟢	🔴	🔴	🔴	🟡	Hired expert programmers to provide technical training
Add Text Here	Add Text Here	Add Text Here	Add Text Here	🟡	🟡	🟢	🟢	🔴	Add Text Here
Add Text Here	Add Text Here	Add Text Here	Add Text Here	🟢	🔴	🟡	🔴	🔴	Add Text Here

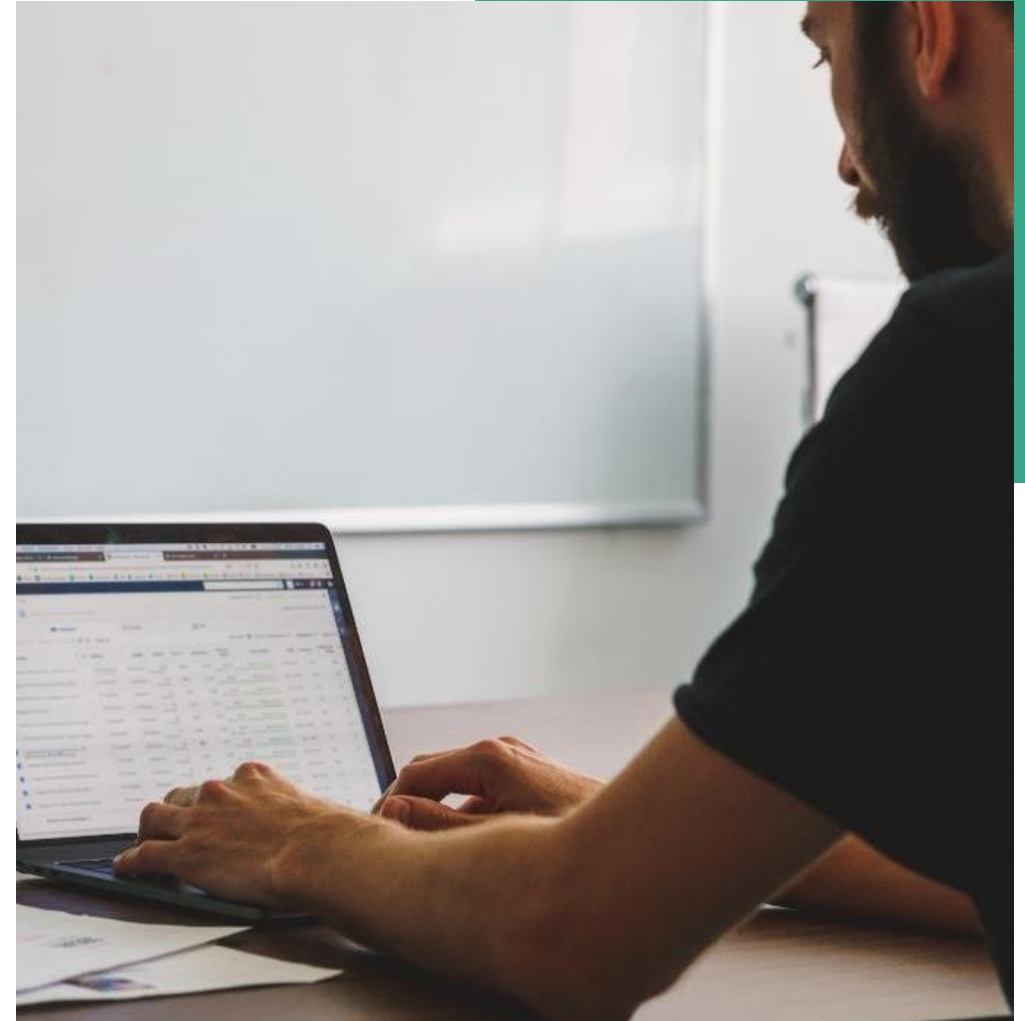🟢 Expert Knowledge   🟡 Practitioner   🔴 Novice

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FAQs

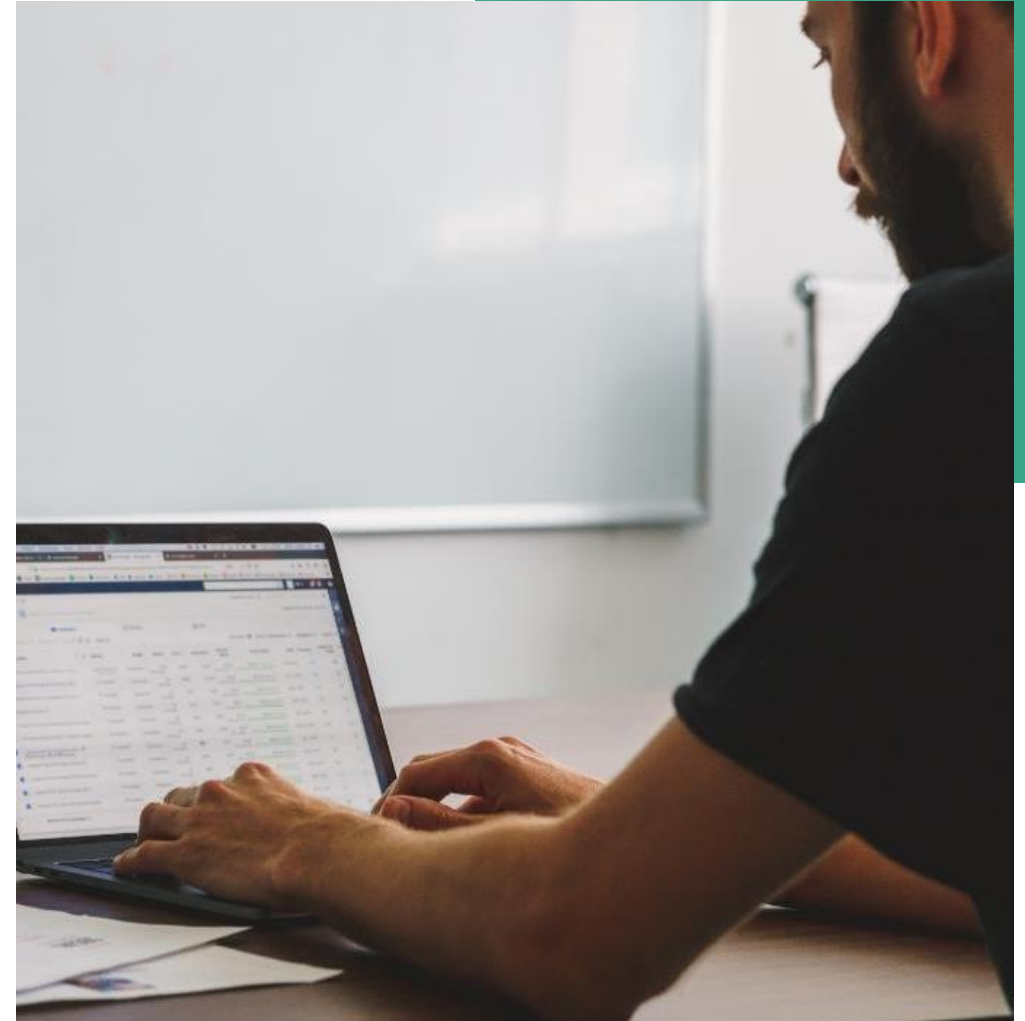## What are the benefits of cross training employees?

- Employee engagement can be maintained through assignment rotation. Increased opportunities for advancement for employees.

- Increased ability to promote from within, lowering recruitment costs.

- Schedule flexibility has been increased.

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What are the criteria for evaluating a training programme?

- Evaluation entails determining the effectiveness of training programmes.
- This assessment is carried out by gathering data on whether the participants were satisfied with the training program's deliverables, whether they learned something from the training, and whether they are able to apply those skills at their workplace.
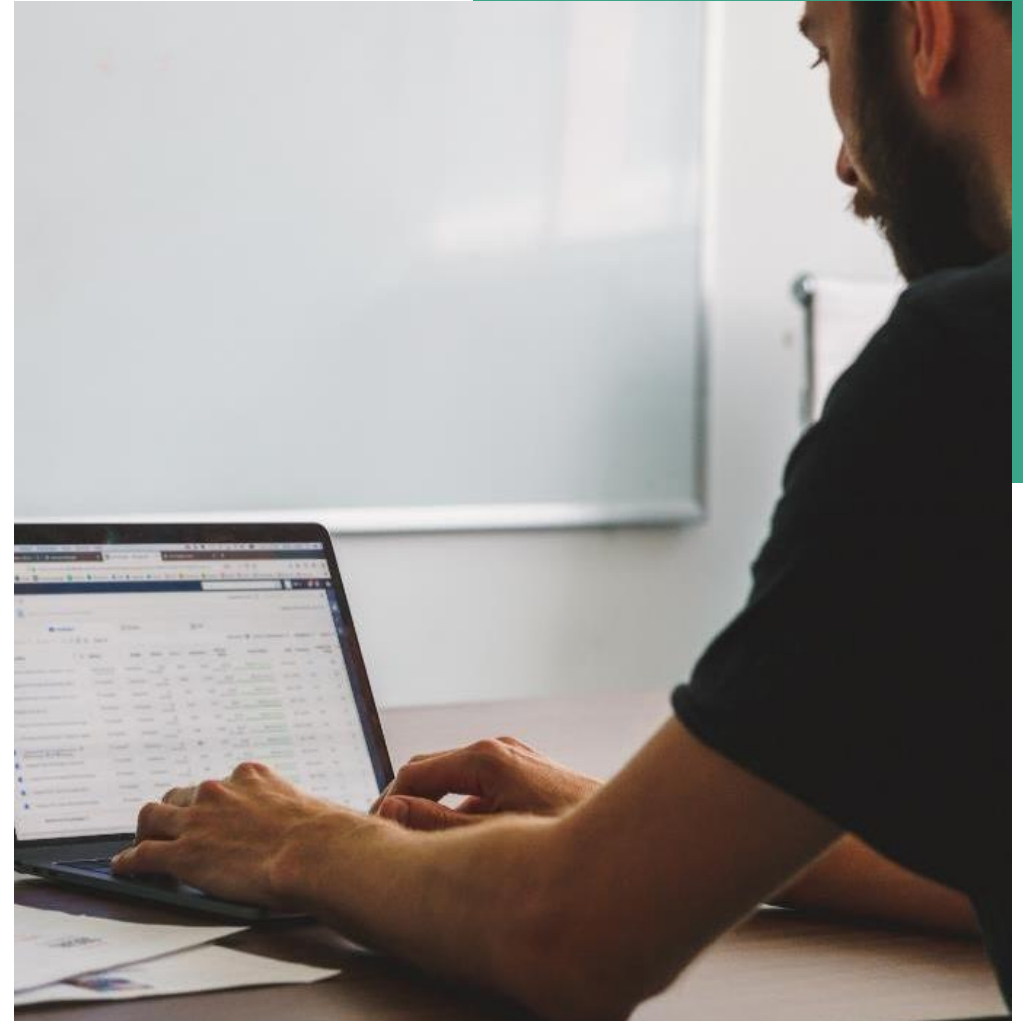
What is Responsibility Matrix?

- In project management, a responsibility assignment matrix (RAM), also known as a RACI chart or RACI matrix.
- Gives details on all necessary stakeholders and clarifies responsibilities among cross-functional teams and their level of involvement in a project.

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