Annual training plan

The annual training plan turns the sector’s capacity-building priorities into a practical schedule of trainings for the year. It ensures that planned activities match available resources and align with strategic needs. Once approved, the HR Office will share the plan with all staff.

Each annual training plan should include:

- Training title
- Training pathway
- Rationale
- Objectives
- Key content
- Target audience
- Number of participants
- Delivery mode
- Estimated cost
- Training provider details
- Procurement method
- Required approvals

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