|  |  |  |
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| logo | Competence | 1606 |

Responsible:

Updated:

The competence development plan is individual for each person.

First name, family:

|  |  |  |
| --- | --- | --- |
| Training |  | Note |
| Authorization |  |  |
| Training action |  |  |
| Trainer |  |  |
| Date(s) |  |  |
| Competence acquired |  |  |
| Review of the effectiveness of the training |  |  |
|  |  |  |

Notes:

* an initial assessment of the person is carried out before training
* future training needs are agreed (with the direct manager)
* the competence development plan is established
* the competence development plan is updated, if necessary
* a hot assessment (one week later) and a cold assessment (three months later) are carried out
* the competence development plan is updated annually