



Form No. (A)
Ministry / Authority

## **Annual Training & Development Plan**

Serial No.	Training Pattern	Core / Supporting Activity	Number of Employees	Frequency of program holding	costs	Description/ Pattern statement	Actual period	Training Results	Notes
Total									

**Prepared by: Director of Training Department / Human Resource Department** 

**Approved by: Director of Human Resources Department** 

Adopted by: Minister or its delegated Representative

Date: