

# CDNI Care Pty Ltd

## Staff Training Plan

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Employee name:	
Position title:	
Department:	Date:

Responsibility	
The performance of skill that needs to be improved.	
Required results	
Explicit requirements that are to be performed consistently	
Actions to be taken to meet expectations	
What actions will be taken to ensure expectations are met?	
Timeframe for improvement	
Specify a date for improvements to be made	

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*Signature*

**Date:**

**Employee's signature**

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*Signature*

**Date:**

**Supervisor's signature**