**Annual Training Plan for YYYY**

| **Training**  **Module** | **Training topic and key content** | **Training method** | **Training Groups** | **First and last name of Trainer** | **Scheduled quarter** |
| --- | --- | --- | --- | --- | --- |
|  |  | Select method |  |  | Select quarter |

**Document approval**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Date** | **Signature** |
| **Reviewer’s designation**  **Managing Director Tradelaw** |  |  |  |
| **Reviewer’s designation**  *Other Departments* |  |  |  |
| **Approver’s designation**  **Chief Executive Officer** |  |  |  |