**Annual Training Plan for YYYY**

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

**Document approval**

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