

Training Requirements for Each Job Report

Client:
Prepared by:
Date:

ABC Corp
BNH Director
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Identifies Training Courses/Activities that each Job/Position is required to complete - including Media & Length.

Online Manager

Course Title	Reference Code	Group	Delivery Media	Length
Leadership: Decisiveness Intro	L01	Knowledge	CBT	4
Leadership: Leveraging Diversity Intro	L05	Knowledge	CBT	4
Leadership: Team Building Intro	L07	Knowledge	Webex	4
General: Accountability Intro	G01	Knowledge	Webex	4
General: Change Management Intro	G03	Knowledge	ILT	4
General: Communication Intro	G05	Knowledge	Webex	4
Total				24

Supervisor

Course Title	Reference Code	Group	Delivery Media	Length
Leadership: Developing Others	L03	Knowledge	ILT	8
Leadership: Influencing/Negotiating	L04	Knowledge	ILT	8
Leadership: Decisiveness Advanced	L02	Knowledge	ILT	4
Leadership: Team Building Advanced	L08	Knowledge	ILT	4
General: Accountability Advanced	G02	Knowledge	ILT	4
General: Change Management Advanced	G04	Knowledge	ILT	4
General: Communication Advanced	G06	Knowledge	ILT	4
Total				36

Senior Manager

Course Title	Reference Code	Group	Delivery Media	Length
Leadership: Leveraging Diversity Advanced	L06	Knowledge	ILT	4
Total				4