**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:** |