

# WorkDesQ - HR Training Plan Template

## 30-60-90 Day Employee Training Plan (Simple HR Format)

This HR training plan helps new employees learn step by step in 90 days. It improves onboarding, productivity, and role clarity.

### First 30 Days (Learning Phase)

Focus Area	Activity	Outcome
Company Basics	Introduction + policies	Understand company rules
Role Understanding	Job duties explanation	Clear job role
Tools Training	Software/tools setup	Basic tool usage learned

### Next 60 Days (Practice Phase)

Focus Area	Activity	Outcome
Hands-on Work	Real task assignments	Practical experience
Team Work	Work with team members	Better coordination
Feedback	Regular review sessions	Performance improvement

### Last 90 Days (Independent Phase)

Focus Area	Activity	Outcome
Independent Work	Handle tasks alone	Self-confidence
Performance	Full responsibility	Stable output
Growth Review	Final evaluation	Ready for full role

Summary: This 30-60-90 day plan helps employees learn step by step and become fully productive within 3 months.