

# Training and Development Plan of Supervisor

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Date: November 23, 2021

Name: Mary Brown

Direct Report: Joanne Smith

Role: Customer Service Supervisor

Role Objectives: Your Text Here

Role Requirements to be Effective And Meet Expectations	Proficiency Score - 6	Training Plan Details	
		What	When
1. <ul style="list-style-type: none"><li>Regular supervision on the service officers for ensuring good quality services to customers</li><li>Add text here</li></ul>	5	No need of training	NA
2. <ul style="list-style-type: none"><li>Resolve customer problems and issues related to service providers within limited time period</li></ul>	4	<ul style="list-style-type: none"><li>Organize training for developing selling skills in team members</li></ul>	Nov 23, 2021
3. <ul style="list-style-type: none"><li>Preparing feedback reports of customer experience for improving service facilities</li><li>Add text here</li></ul>	2	<ul style="list-style-type: none"><li>Learning new techniques for report system</li><li>Add text here</li></ul>	Nov 24, 2021
4. <ul style="list-style-type: none"><li>Prepare list of resources utilized without wastage for proper record</li></ul>	4	<ul style="list-style-type: none"><li>Training for optimum utilization of company resources and maintain sustainability</li></ul>	Nov 25, 2021
5. <ul style="list-style-type: none"><li>Share ideas and messages with other departments for better customer service</li><li>Control the problems arising out in providing quality services to customers</li></ul>	2	<ul style="list-style-type: none"><li>Attend courses for enhancing innovative ideas generation skill sets</li><li>Learn creative decision making methods</li><li>Add text here</li></ul>	Nov 30, 2021
6. <ul style="list-style-type: none"><li>Your text here</li></ul>			

Proficiency score: 6 = highly proficient, 5 = proficient, 4 = moderately proficient, 3 = below requirements, 2 = poor, 1 = non-existent if the proficiency score is 3 or less for any role requirements then training should be considered

Staff Member

Date

Manager

Date

# Sample Agenda For Supervisor Training Plan

**D Kirk**



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