**WEEKLY TRAINING PLAN**

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| **TRAINING CONTACT** | **DEPARTMENT** |  |  |  |  |  |  | **WEEK BEGINNING** | **WEEK ENDING** |
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| **EMPLOYEE** | **ASSIGNMENT** | **GOAL / DESIRED OUTCOME** | **M** | **T** | **W** | **R** | **F** | **REMARKS** | **SIGNATURE** |
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