



Training Plan 2026

PLAN ONCE - FEEL CONFIDENT ALL YEAR

Planning training doesn't need to be complicated or stressful. This planner is designed to help you map out your training needs for 2026, identify key refresher dates and spread training sensibly across the year.

Whether you are managing a small team or a large workforce, having a clear overview makes everything easier. You don't need all the answers right now.

This is simply a starting point to help you feel organised, supported and in control. If you'd like help at any stage, the FabTraining team is always here to guide you.

Use this table to identify what training is required and by who along with any time restraints

Traning Type	Who needs it	Planned Month	Notes
<i>First Aid</i>	<i>A. Staff</i>	<i>March</i>	<i>Initial 3 day course needed</i>



Spreading training across the year helps avoid busy periods, rushed decisions and last-minute bookings.

New Starters - Use this table to record any new starters to the organisation along with their training needs

Name	Role	Training Required	Planned Month
B Manager	Office Manager	Moving & Handling	Apr



Early training helps new starters feel confident and supported from day one.

Promotions / Job Role Changes - Use this table to record any changes in role or responsibility during the year and note any additional training that may be required

Name	New Role	Training Required	Planned Month
L Highflyer	Sales Manager	IOSH	Aug



Role changes can affect training requirements. Reviewing these early helps maintain compliance.

Refreshers - Use this table to plot any refresher / requalification training that will be needed throughout the year

Name	Course	Planned Refresher Month
<i>Production team x 4</i>	<i>First Aid Annual Refresher</i>	<i>Sept</i>



Regular refreshers help keep skills fresh and confidence high.

Annual Training Plan

JANUARY

FEBRUARY

MARCH

First Aid - Initial 3 day

APRIL

MAY

JUNE

Moving & Handling

JULY

AUGUST

SEPTEMBER

IOSH

FA Annual Refresher

OCTOBER

NOVEMBER

DECEMBER