## 【様式７】平成　　年度研修計画（事業所用）

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 職員育成方針 | |  | | | | | | | | | |
| 今年度の重点目標 | |  | | | | | | | | | |
|  | 対象 | 内・外 | 必・選 | № | | 研修名 | 講師等 | 日程 | 会場 | 内容 | 備考 |
| 組織科目 | 管理職 | 職場内 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 職場外 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 係長 | 職場内 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 職場外 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 主任 | 職場内 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 職場外 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 主事 | 職場内 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 職場外 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 専門科目 | 共通 | 職場内 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 職場外 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 事務職 | 職場内 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 職場外 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| ○○職 | 職場内 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| 職場外 | 必修 |  | |  |  |  |  |  |  |
| 選択 |  | |  |  |  |  |  |  |
| OJT | 共通 | 職場内 | 必修 | |  |  | | | | |  |
| 主任 | 職場内 | 必修 | |  |  | | | | |  |
| 主事 | 職場内 | 必修 | |  |  | | | | |  |
| SDS | 共通 | 職場内 | 選択 | |  |  | | | | |  |

【研修担当者の評価】

|  |  |
| --- | --- |
| １　個々の研修の評価 | ２　研修全体の評価 |
|  |  |