Training matrix

Write the skills across the top and your team down the side. Put a score from 0 to 3 in each box, and count at the bottom how many people are on 2 or 3. Update it when someone starts or leaves.

SITE _____ TEAM OR ROLE _____ MANAGER _____ UPDATED _____

0 **Not trained** Hasn't been shown the task yet.

1 **In training** Does the task with someone alongside.

2 **Competent** Does the task safely on their own.

3 **Can train others** Can show others and answer their questions.

		SKILL											
		1	2	3	4	5	6	7	8	9	10	11	12
TEAM MEMBER	ROLE												
People on 2 or 3													

Training plan and expiry dates

Training plan

WHO	WHAT	TRAINED BY	BY WHEN	DONE

Training and certificates that expire

WHO	TRAINING OR CERTIFICATE	DONE ON	VALID UNTIL	NEXT BOOKED

Examples to pick your skills from

RESTAURANTS AND PUBS	HOTELS	SHOPS
Open and close the kitchen to the procedure	Check-in and check-out	Open, close and set the alarm
Food safety checks: temperatures and deliveries	Night audit and lone working	Till, refunds and cashing up
Allergens and labelling	Housekeeping and room checks	Deliveries and the cold chain
Fryer, oil change and cleaning	Breakfast service and allergens	Age-restricted sales
Till and cashing up	Keys, key cards and lost property	Theft and robbery
Personal licence and age checks	Fire panel and guest evacuation	Pallet truck and roll cages
First aid	First aid	First aid
Fire alarm, extinguishers and evacuation	Handling aggression at the desk	Fire alarm, extinguishers and evacuation

The full guide: todolo.io/en/blog/training-matrix-template · Want this in the app? Book a demo