**Understudy Training Program/Skills Development Program Plan**

1. **Program Overview**

* Program Name:
* Department:
* Date of Commencement:
* Expected Completion Date:
* Program Coordinator:

1. **Objective**

* To prepare understudies to assume the roles and responsibilities of the position currently held by the senior/foreign employee; and
* To ensure the transfer of specific skills and knowledge from the current employee to the understudy.

1. **Participants**

**High-level Occupations**

* Name of Foreign Employee:
* Occupation/Position:
* Job Description:
* Skills and Competencies of the Foreign Employee:
* UDP/SDP Trainee 1:
* Name:
* Occupation/Position:
* UDP/SDP Trainee 2:
* Name:
* Occupation/Position:

1. **Training Objectives**

* Skills and Competencies to be Transferred:

1. **Training Schedule.**

* Duration

1. **Assessment and Evaluation**

* Assessment Schedule:
* Mid-term Evaluation:
* Assessment and Final Evaluation:

1. **Responsibilities**

Foreign Employee**:**

* To deliver the training as per the schedule.
* To provide regular feedback to the understudies.
* To assess and certify the understudies’ progress.

UDP/STP trainee:

* To actively Participate in all training sessions/
* To complete assigned tasks and responsibilities.
* To seek clarification and guidance as needed.

1. **Reporting and Documentation for submission to DOLE**

* Progress Reports. Monthly reports to be submitted by the understudies.
* Final Report. A comprehensive report detailing the training outcomes, assessments and certification.
* Documentation: All training materials, assessments, and feedback to be archived for future reference.

1. **Completion and Certification**

* Criteria for Successful Completion:

[Define the criteria, e.g., 90% skills proficiency, positive feedback]

* Certification:

Upon successful completion, the understudies will receive a certificate of competence in [ specific Area/Skill]