

# Training Expense per Employee

*Benchmarks, Definition & Measurement Details*

**SAMPLE  
CONTENT & DATA**



# Training Expense per Employee

## Definition & Measurement Details



### What is Training Expense per Employee?

The total training and development expense incurred by the company divided by the number of employees within the company receiving training (i.e., “learners”) over the same time period. Training and development expenses typically include salaries for dedicated training employees and any external vendor expenses (e.g., training courses, training technology/products, etc.).

### Why should this KPI be measured?

Training Expense per Employee measures the average cost of training a single employee over a certain time period (typically measured annually). While training costs should be controlled and kept at reasonable levels,

### How is this KPI calculated?

Two values are used to calculate this KPI: (1) total training and development costs incurred by the company, and (2) the number of employees receiving training over the same time period.

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# Training Expense per Employee

Benchmarks & Characteristics of High Performers



## Training Expense per Employee

Total Training & Development Expense / Number of Employees Undergoing Training



### Characteristics of High Performers

- KPIs are well-defined, tracked and tied to performance reviews
- Robust self-service options for customer

Sample Size: XX

KPI Type: XX

Unit: XX

Is High or Low Best?: XX

**How to read this chart:** This chart summarizes the performance gaps between high (Top 5%), mid (Median) and low (Bottom 5%) performers for this Key Performance Indicator (KPI). For example, the column labeled "Top 5%" represents a company that outperformed 95% of the peer group observed for this metric.

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