

TRAINING TRACKER

EMPLOYEE TRAINING TRACKER

EMPLOYEE NAME:	
POSITION TITLE:	

DATE OF HIRE:	
MANAGER NAME:	

TRAINING DATE	START TIME	TRAINING TYPE	FREQUENCY	DATE COMPLETE	PROVIDER	TRAINER	LOCATION
NEW HIRE / EMPLOYEE MANDATORY TRAININGS							
2/1/2012	8:00 AM	Orientation Training		2/1/2012		VP of HR	Meeting Room A
2/2/2012	8:00 AM	Onboarding Training		2/2/2012		VP of HR	Meeting Room A
2/8/2012	10:00 AM	Fire Safety/Fire Extinguisher	Annually	2/8/2012		VP of Facilities	Rec Room
2/8/2012	1:00 PM	Emergency Response Training		2/8/2012		VP of Facilities	Rec Room
2/8/2012	8:00 AM	OSHA Safety Video (General)		2/8/2012		VP of HR	Meeting Room A
2/8/2012	9:00 AM	Sexual Harassment		2/8/2012		VP of HR	Meeting Room A
2/8/2012	9:00 AM	New discrimination / Anti-retaliation		2/8/2012		VP of HR	Meeting Room A
2/8/2012	9:00 AM	Violence Prevention		2/8/2012		VP of HR	Meeting Room A
SAFETY TRAININGS							
4/1/2012	8:00 AM	CPR/First Aid/AED	Every 2 years	4/1/2012	Red Cross	Nally Smith	Rec Room
COMPLIANCE TRAINING							
PROFESSIONAL TRAININGS							
5/1/2012	8:00 AM	Leadership Training		5/1/2012	Training Inc. Company	Robert Smith	Training Inc. Headquarters
6/2/2012	9:00 AM	New Manager / Supervisor Training		06/02/2012		HR Director	Meeting Room A
OSHA SAFETY TRAININGS							
RENEWAL TRAININGS							

If a training under Mandatory/New Hire has not been completed, please let HR know, so we can schedule a class

Training Recordkeeping

Chao Zhang



Training Recordkeeping:

Training Recordkeeping Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Training Recordkeeping**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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Training Recordkeeping Introduction

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