

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

Wenbin Ji



Training Recordkeeping:

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