

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							
2/1/2022	8:00 AM	Orientation Training	Annually	3/1/2022		VP of HR	Meeting Room A
2/2/2022	8:00 AM	Onboarding Training		2/2/2022		VP of HR	Meeting Room A
2/3/2022	10:00 AM	Fire Safety/Fire Extinguisher		2/3/2022		VP of Facilities	Rec Room
2/3/2022	1:00 PM	Emergency Response Training		2/3/2022		VP of Facilities	Rec Room
2/3/2022	8:00 AM	OSHA Safety Video (General)		2/3/2022		VP of HR	Meeting Room A
2/6/2022	9:00 AM	Sexual Harassment		2/6/2022		VP of HR	Meeting Room A
2/6/2022	9:00 AM	Non-discrimination / Anti-retaliation		2/6/2022		VP of HR	Meeting Room A
2/6/2022	9:00 AM	Violence Prevention		2/6/2022		VP of HR	Meeting Room A
SAFETY TRAININGS							
4/1/2022	8:00 AM	CPR/First Aid/AED	Every 2 years	4/1/2022	Red Cross	Sally Smith	Rec Room
COMPLIANCE TRAINING							
PROFESSIONAL TRAININGS							
5/1/2022	8:00 AM	Leadership Training		5/1/2022	Training Inc.	Robert Smith	Training Inc. Headquarters
6/2/2022	9:00 AM	New Manager / Supervisor Training		06/02/2022	Company	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.

Sample Template Of Employee Training Spreadsheet

Clifford Lane



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Training Budgets Step-by-Step Diane C. Valenti, 2004-01-16 Training Budgets Step by Step is a useful guide that walks you through each phase of the process so that you will have the information you need to develop a successful training plan and accurate budget that will get results for your organization Training Budgets Step by Step gives you Clear cut instructions on how to perform each step An illustrative case study that helps define every phase of the process Blank templates that you can tailor to your organization Written by training expert Diane Valenti the book shows you everything from how to conduct the data gathering process to help determine the types of training to create to how to present a completed budget 3 4 one that aligns strategically with your organization s goals Every step of the way the author provides a wealth of templates worksheets lists of questions to ask action plans flow charts interview summary sheets and other helpful job aids Training Budgets Step by Step also includes a CD ROM that contains the book s worksheets and templates that can be easily reproduced and customized

Training and Development Rebecca A. (Rebecca Anne) Richards, Certified General Accountants' Association of Canada, 2001-03 E-Equals Level 2 - Unit 023 Spreadsheets Using Excel 2000 Cia Training Ltd Staff, 2003-10 **Assisting Clients in Developing Policies and Procedures for Electronic Spreadsheet Applications**

, 1993 **Managing the Training Function For Bottom Line Results** Jean Barbazette, 2008-05-14 This book presents time saving strategies tactics and a host of job aids to get the best result from the corporate learning function It will serve both as a must have reference tool and as a practical survival guide for workplace learning professionals who face unique challenges in accomplishing their responsibilities Several strategies and tactics are offered to organize the roles and responsibilities of the training function There s authoritative advice too for managing the function including staff management communicating expectations setting the learning agenda coaching subject matter experts hiring consultants and vendors managing content working with learning portals setting up and managing a learning resource center marketing and building internal support for training and integrating learning into the business **ASP.NET** Rick Miller, 2014-03-16

The Encyclopedia of Restaurant Forms Douglas Robert Brown, 2004 Accompanying CD ROM contains all the forms over 475 available in the book in pdf format and can be customized and printed **E-Equals Level 2 Unit 023 Spreadsheets**

Using Excel 2003 Cia Training Ltd Staff, 2004-10 This training manual provides full syllabus coverage for unit 023 of the Level 2 City Guilds qualification e Equals Designed to gradually build up your knowledge taking a step by step exercise based approach Useful data files are supplied with the manual which allow you to practise the different software features *Open Learning Guide for Excel 2003 Advanced* Cia Training Ltd Staff, 2004-09 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a complex Excel spreadsheet The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual step by step approach *The SHRM Essential Guide to Talent Management* Sharlyn Lauby, 2022-06-07

Finding and keeping great talent is a constant business challenge and HR's top priority. The SHRM Essential Guide to Talent Management is a practical desk reference for HR professionals seeking real world solutions to the full range of talent issues. Written by Sharlyn Lauby, this guide covers hundreds of topics organized around SHRM's eight core talent management components: Strategic and Workforce Planning, Talent Acquisition, Onboarding and Employee Engagement, Performance Management, Employee Value Proposition, Learning and Development, Succession Planning, Upskilling and Reskilling, Internal and External Transitions. Packed with insights, tools, and best practices, the book offers fast, effective help when you're facing hiring, coaching, or retention hurdles. A must-have resource for busy HR practitioners, it keeps you aligned with current trends while providing clear direction when it matters most. *Managing a Personal Training Department*, IDEA Health & Fitness, 2004. *IRS Printed Product Catalog*, United States Internal Revenue Service, 1999. **The Encyclopedia of Restaurant Training**, Lora Arduser, Douglas Robert Brown, 2005. Book CD-ROM. Training is an investment for the future; the only foundation on which success can be built. Training delivers excellence in product and performance, elevating a good restaurant into a great one. Training will keep the skills of its employees and management sharp. But in no other industry is its absence or presence as obvious as it is in the food service industry. It is hard to find good, qualified employees, and even harder to keep them. In addition, unemployment levels are low, and competition for qualified workers is tough. What's the answer? Training. Constant training and re-enforcement keeps employees and management sharp and focused, and demonstrates the company cares enough to spend time and subsequently money on them. And that's precisely what this encyclopaedic book will do for you: be your new training manager. The first part of the book will teach you how to develop training programs for food service employees and how to train the trainer. The book is full of training tips, tactics, and how-to's that will show you proper presentation and how to keep learners motivated both during and after the training. The second part of the book details specific job descriptions and detailed job performance skills for every position in a food service operation, from the general manager to dishwasher. There are study guides and tests for all positions. Some of the positions include General Manager, Kitchen Manager, Server, Dishwasher, Line Cook, Prep Cook, Bus Person, Host, Hostess, Bartender, Wine/Alcohol Service, Kitchen Steward, Food Safety Employee, Safety Hotel Positions, etc. Specific instructions are provided for using equipment as well. *Comprehensive Employment and Training Act of 1973: TS-F. Federal Employees' Compensation Act, FECA*, 1978. Help Desk Management: How to run a computer user support Service Desk effectively, Wayne Schlicht, 2019-09-29. Do you want your Help Desk to maximize customer satisfaction, quality, and first contact resolution? Or just make sure your IT management processes are repeatable? Does it seem your computer user support can be ad hoc at times? Are you always running around putting out fires? In this book, you will learn powerful, industry-standard best practices that can be used to mature your IT Service Management processes, practices, and procedures today. What makes this book different? Instead of just providing you a lot of technical information, I empower you with a step-by-step approach to mature

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Ultimate Book of Business and Legal Forms for Startups Karen M. Thomas,2011 Contains over two hundred reproducible legal forms related to starting a business and keeping it running in the first two years covering accounting insurance inventory shipping sales and other topics

Youth Ministry Management Tools 2.0 Mike A. Work,Ginny Olson,2014-09-02 Youth ministry isn t just meeting with students and teaching them God s truth It also involves a myriad of administrative and operational details Youth Ministry Management Tools 2 0 provides youth ministers and volunteers with helpful insights advice and practical resources to successfully manage a youth ministry You ll find sample budgets release forms for trips and clear direction for screening applicants for volunteer positions Authors Mike Work and Ginny Olson provide you with quick and accessible answers to all of your management administrative and supervisory questions and needs Sprinkled throughout the manual are brief personal anecdotes by actual in the trenches youth workers case studies of church office debacles pivotal lessons learned over decades of ministry nightmare scenarios to avoid and glorious successes to emulate No other book provides everything a youth ministry leader needs in one place at such an affordable price This revised and updated edition of a youth ministry classic includes bonus online content copy ready pages and forms and loads of other highly practical material

Computers Larry E. Long,Nancy Long,2002 This work is an introductory course in computers and information technology or in computer competency often offered in Business CIS or Computer Science Designed to aid the competency needs of students this text supplements package provides an overview of computing concepts and IT applications all in a format that allows instructors the flexibility to meet their course s education objectives It aims to strike a balance between efficiency of presentation and content that holds the student s

interest and invites learning Only topics critical to general information technology competency are covered in order to provide the breadth of topics necessary to the understanding that is applicable today and in the future The text includes an extended presentation of ethics in IT and explores IT laboratories

Ultimate Book of Business and Legal Forms for Startups Entrepreneur Press, Karen Thomas, 2010-10-10 Assembled by a team of more than fifteen attorneys whose legal specialties apply to practically all aspects of starting operating and maintaining a business this valuable resource delivers not only the necessary forms to launch a business but everything from hiring and firing conducting business online to franchising totaling more than 200 forms all at your fingertips Covering all the legal aspects of starting a business and applicable across many industries this ultimate go to resource covers Within the Book Business formation Sole proprietorships Partnerships LLCs Corporations Organization Business operations Compliance Commercial leasing Equipment leasing Service agreements Tax planning Hiring and firing Employment and HR Online ventures Business contracts Estate planning Wills and trusts Collections settlements and judgments Business ethics Buying and selling a business Franchise your business Ready for Download Legal Starting a Business Accounting Leasing Insurance Human Resources Office Management Marketing Inventory Purchasing Sales Shipping Collection Credit Franchises From business basics to business specific issues this comprehensive guide presents you with every business relevant legal form for your first two years in business including the ones you never knew you needed

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The book delves into Sample Template Of Employee Training Spreadsheet. Sample Template Of Employee Training Spreadsheet is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Template Of Employee Training Spreadsheet, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 2: Essential Elements of Sample Template Of Employee Training Spreadsheet
 - Chapter 3: Sample Template Of Employee Training Spreadsheet in Everyday Life
 - Chapter 4: Sample Template Of Employee Training Spreadsheet in Specific Contexts
 - Chapter 5: Conclusion
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 3. In chapter 2, the author will delve into the foundational concepts of Sample Template Of Employee Training Spreadsheet. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Template Of Employee Training Spreadsheet in its entirety.
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- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Template Of Employee Training Spreadsheet.

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