

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 | 2/1/2022 | | 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. Company | Robert Smith | Training Inc. Headquarters |
| 6/2/2022 | 9:00 AM | New Manager / Supervisor Training | | 06/02/2022 | | 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.

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L Reisser



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