



## SAMPLE TRAINING REPORT

Company Name			
Employee Name			
Department			
Training Type			
Starting Date		Ending Date	
Number of Days worked		Number of Days Off	

### Performance

Attendance/Punctuality	Training Program
<input type="checkbox"/> Regular	<input type="checkbox"/> Ahead of Schedule
<input type="checkbox"/> Irregular	<input type="checkbox"/> On Schedule
	<input type="checkbox"/> Behind Schedule

### Trainee Progress Report

Competency	Rating			
Ability to Learn	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Attitude	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Motivate / Initiative	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Quality and Accuracy of Work	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Quantity of Work	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Conduct	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Overall Rating	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent

### Reviewed and Approved By

Training Manager Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



# Sample Template On Training Report

**Yolandie Mostert**



## **Sample Template On Training Report:**

## Unveiling the Magic of Words: A Overview of "**Sample Template On Training Report**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Sample Template On Training Report**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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