

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.

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M Tight



Sample Template Of Employee Training Spreadsheet:

Sample Template Of Employee Training Spreadsheet Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has be more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Template Of Employee Training Spreadsheet**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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