



Sample Employee Training Checklist

[Your Company Name]

[Your Name]

This Employee Training Checklist serves as a comprehensive guide to ensure that all essential training modules are covered for new hires and existing employees. It outlines specific training areas critical to job performance and compliance, facilitating a structured onboarding and development process. By using this checklist, trainers can track progress, confirm completion, and ensure that employees are well-equipped with the necessary skills and knowledge to succeed in their roles.

Training Module	Training Description	Completion Date	Trainer Signature
Orientation	Overview of company policies and procedures	June 12 , 2050	
Job-Specific Training	Detailed training on specific job functions	June 12 , 2050	
Safety Training	Workplace safety protocols and emergency procedures	June 12 , 2050	
Compliance Training	Legal and regulatory compliance information	June 12 , 2050	
Software Training	Instruction on relevant software and tools	June 12 , 2050	
Customer Service Skills	Training on effective customer interaction	June 12 , 2050	
Teamwork and Collaboration	Strategies for working effectively in teams	June 12 , 2050	
Performance	Review of job	June 12 , 2050	

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Wolfgang Guggemos

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