

# 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.	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

**Cia Training Ltd Staff**



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**Training and Development** Rebecca A. (Rebecca Anne) Richards, Certified General Accountants' Association of Canada, 2001-03 **E-Quals 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-Quals 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 Quals 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

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