

# 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      | 5/1/2022      |               | 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**

**Lauren Gardner**



## **Sample Template Of Employee Training Spreadsheet:**

**Training Budgets Step-by-Step** Diane C. Valenti, 2004-01-16 Training Budgets Step by Step is a useful guide that walks you through each phase of the process so that you will have the information you need to develop a successful training plan and accurate budget that will get results for your organization Training Budgets Step by Step gives you Clear cut instructions on how to perform each step An illustrative case study that helps define every phase of the process Blank templates that you can tailor to your organization Written by training expert Diane Valenti the book shows you everything from how to conduct the data gathering process to help determine the types of training to create to how to present a completed budget 3 4 one that aligns strategically with your organization s goals Every step of the way the author provides a wealth of templates worksheets lists of questions to ask action plans flow charts interview summary sheets and other helpful job aids Training Budgets Step by Step also includes a CD ROM that contains the book s worksheets and templates that can be easily reproduced and customized

**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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**Ultimate Book of Business and Legal Forms for Startups** Entrepreneur Press, Karen Thomas, 2010-10-10 Assembled by a team of more than fifteen attorneys whose legal specialties apply to practically all aspects of starting operating and maintaining a business this valuable resource delivers not only the necessary forms to launch a business but everything from hiring and firing conducting business online to franchising totaling more than 200 forms all at your fingertips Covering all the legal aspects of starting a business and applicable across many industries this ultimate go to resource covers Within the Book Business formation Sole proprietorships Partnerships LLCs Corporations Organization Business operations Compliance Commercial leasing Equipment leasing Service agreements Tax planning Hiring and firing Employment and HR Online ventures Business contracts Estate planning Wills and trusts Collections settlements and judgments Business ethics Buying and selling a business Franchise your business Ready for Download Legal Starting a Business Accounting Leasing Insurance Human Resources Office Management Marketing Inventory Purchasing Sales Shipping Collection Credit Franchises From business basics to business specific issues this comprehensive guide presents you with every business relevant legal form for your first two years in business including the ones you never knew you needed *The Internal Revenue Service's Processing of 501(c)(3) and 501(c)(4) Applications for Tax-exempt Status Submitted by "political Advocacy" Organizations from 2010-2013* United States. Congress. Senate. Committee on Finance, 2015 **PC Mag** ,1987-08 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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