



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
☐ Regular	☐ Ahead of Schedule
☐ Irregular	☐ On Schedule
	☐ Behind Schedule

Trainee Progress Report

Competency	Rating			
Ability to Learn	☐ Poor	☐ Good	☐ Very Good	☐ Excellent
Attitude	☐ Poor	☐ Good	☐ Very Good	☐ Excellent
Motivate / Initiative	☐ Poor	☐ Good	☐ Very Good	☐ Excellent
Quality and Accuracy of Work	☐ Poor	☐ Good	☐ Very Good	☐ Excellent
Quantity of Work	☐ Poor	☐ Good	☐ Very Good	☐ Excellent
Conduct	☐ Poor	☐ Good	☐ Very Good	☐ Excellent
Overall Rating	☐ Poor	☐ Good	☐ Very Good	☐ Excellent

Reviewed and Approved By

Training Manager Signature: _____

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Sample Template On Training Report

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