

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. Company	Robert Smith	Training Inc. Headquarters
6/2/2022	9:00 AM	New Manager / Supervisor Training		06/02/2022		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

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