

## Employee Training Log Form

Download this **printable employee training log form** sample to efficiently track training sessions and employee progress. Designed for easy customization, it helps maintain organized records of skill development. This form is ideal for HR managers seeking a simple, clear documentation tool.

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date	Training Topic/ Course	Trainer/Facilitator	Duration	Outcome/Notes	Employee Initials
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_