

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: _____