

Employee Training Record Form Sample

The **employee training record form** sample is a structured document designed to track and document the training sessions attended by employees. It ensures proper record-keeping of skills development, certification dates, and training outcomes. Utilizing this form helps organizations maintain compliance and improve workforce competency effectively.

Employee Information

Employee Name	Employee ID	
Department	Job Title	
Date of Hire	Supervisor Name	

Training Details

Training Title	Provider/Trainer	Date(s) Attended	Location (if applicable)	Certification Received	Outcome/Comments

Signatures

Employee Signature		Date	
Supervisor/Manager Signature		Date	