

# 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 |  |