EMPLOYEE TRAINING RECORD

Employee:		**Department:**	
Position:			

General training requirements are identified in XYZ's Quality Manual (section 6.2) and further detailed in XYZ job descriptions, where applicable. Supplemental or remedial training needs are identified during employee performance reviews and/or during observation of job performance.

Use the section below to document any individual training administered to the employee named above.

Training Need Identified	Date(s)	Instructor	Employee

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