Employee details:

Type of training:

Initial  Refresher

EMPLOYEE TRAINING RECORD

Employee Name: John Smith

Clock number: A 21

Department: Hare Street Production

Start date:

From:

To:

Leader Name:

Date for Requested Absence:

Reason for Absence:

Date Received:

Received By:

Trainer Name:

Approved:  Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| **Week 1** | **Task performed** | **Competency achieved** | |
| **Yes** | **No** |
| Monday | 1. How to do the tray lining on wings line 2. How to Qc checking the wings 3. How to sharp the knife |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
|  |

Employee details:

Type of training:

Initial  Refresher

EMPLOYEE TRAINING RECORD

Employee Name:

Clock number:

Department:

Start date:

From:

To:

Leader Name:

Squad:

Date for Requested Absence:

Reason for Absence:

Parent Signature:

Date Received:

Received By:

Coach Name:

Approved:  Yes  No