



# SAMPLE TRAINING REPORT

Company Name			
Employee Name			
Department			
Training Type			
Starting Date		Ending Date	
Number of Days worked		Number of Days Off	

## Performance

Attendance/Punctuality	Training Program
<input type="checkbox"/> Regular	<input type="checkbox"/> Ahead of Schedule
<input type="checkbox"/> Irregular	<input type="checkbox"/> On Schedule
	<input type="checkbox"/> Behind Schedule

## Trainee Progress Report

Competency	Rating			
Ability to Learn	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Attitude	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Motivate / Initiative	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Quality and Accuracy of Work	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Quantity of Work	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Conduct	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
Overall Rating	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent

## Reviewed and Approved By

Training Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# How To Write A Training Report

**Lauren Gardner**



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