

# EMPLOYEE TRAINING PLAN

## EMPLOYEE TRAINING PLAN

Employee Name:		Date:	
Job Title:		Department:	
Training	Date Completed	Rating	Trainer Comments
<b>MANDATORY</b>			
Employee Onboarding		Good	
Code of Conduct and Ethics Training		Good	
Non-Discrimination and Anti-retaliation Training		Good	
Employee Confidentiality and Data Protection Training		Fair	
<b>OCCUPATIONAL SAFETY AND HEALTH</b>			
General Health and Safety		Excellent	100% performed well
Machinery and Equipment Safety		Excellent	
First Aid and CPR Training		Failed	Need Retake
Emergency Response and Evacuation		Good	
Hazardous Materials and Chemical Handling		Good	
<b>TECHNICAL SKILLS</b>			
Software Proficiency		Excellent	
Technical Writing and Documentation		Excellent	
Data Analysis and Reporting		Failed	Need Retake
Project Management		Good	Needs more coaching
<b>SOFT SKILLS</b>			
Effective Communication		Good	
Problem Solving and Critical Thinking		Failed	Need practical trainings



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# Employee Training Forms

**Emilie Sanchez**



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