# List of Training Documentation

This template is supposed to give you an idea of the structure. Don’t use Microsoft Word - this is thought as an Excel / sheets file.

Also, think of this as two tabs - one for initial and one for continuous training.

## Initial Training

| Employee | Start of Employment | Job Role | Training #1: QMS Intro | Date Due | Date Completed | Effectiveness | Training #2: Data Privacy | (…) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jack Rack | 01.04.2021 | Sales Manager | Applicable | 15.04.2021 | 14.04.2021 | Confirmed by supervisor | Applicable |  |
|  |  |  |  |  |  |  |  |  |

## Continuous Training

| Name of Training | Type of Training | Due Date | Participant #1 | Date Completed | Effectiveness Check | Participant #2 | Date Completed | (…) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Annual Data Privacy Training | Recurring | 01.04.2021 | Applicable | 14.04.2021 | Confirmed by questionnaire | Applicable | 14.04.2021 |  |
| Code of Conduct | New SOP | 01.05.2021 | Applicable | 03.05.2021 | Confirmed by questionnaire | Applicable | 03.05.2021 |  |
| Development Process | Updated SOP | 01.05.2021 | N/A |  |  | Applicable | 03.05.2021 |  |
|  |  |  |  |  |  |  |  |  |

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