

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

	Start of Em- ploy- ment	Job Role	Training #1: QMS Intro	Date Com- pleted	Date Due	Effectiveness Check	Training #2: Data Privacy	(...)
Jack Rack	01.04.2021	Sales Man- ager	Applicable Intro	15.04.2021	01.04.2021	Confirmed by super- visor	Applicable Privacy	

Continuous Training

Name of Training	Type of Train- ing	Due Date	Participa- tion #1	Date Com- pleted	Effectiveness Check	Participa- tion #2	Date Com- pleted	(...)
Annual Data Privacy Training	Recurring	01.04.2021	Applicable Intro	01.04.2021	Confirmed by ques- tionnaire	Applicable Privacy	01.04.2021	
Code of Conduct	New SOP	01.05.2021	Applicable Intro	03.05.2021	Confirmed by ques- tionnaire	Applicable Privacy	03.05.2021	
Development Process	Updated SOP	01.05.2021	Applicable Intro	03.05.2021	Confirmed by ques- tionnaire	Applicable Privacy	03.05.2021	

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