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	01.04.2021	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	