

EMPLOYEE TRAINING RECORD SHEET

Staff Training Record Form

Date	3/21/2023	Time	09:30-11:30						
Lecturer	Walter Davis	Place	Training room						
Training topics	Company culture	duration	2 hours						
Training content: 1. Create a good corporate culture; 2. Understand the company's operating conditions and future development strategies and directions									
Assessment method: ☐ oral test ☐ practical ☐ written test									
Department	Name	check in time	Test results	Assessment results					
Sales	Kao Ming	9:25	85	合格					
Sales	Little Flower	9:25	76	合格					
Sales	Kao Zhu	9:25	93	优秀					
Sales	Xiaomin	9:25	68	不合格					
Sales	Xiaomei	9:25	60	合格					
Department	Name	check in time	Test results	Assessment results					
Administration Department	Kao Wang	9:28	77	合格					
Administration Department	Kao Liu	9:28	88	合格					
Administration Department	Kao Yang	9:28	85	合格					
Administration Department	Kao Zhou	9:28	89	合格					
Administration Department	Kao Zhao	9:28	87	合格					
Number of trainees	20	Number of people assessed	20	Excellent number	3	Qualified number	17	Unqualified number	2

Employee Training Record Template

J Ma



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