

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	Department	Name	check in time	Test results	Assessment results
Sales	Kao Ming	9:25	85	合格	Administration Department	Kao Ming	9:28	77	合格
Sales	Little Flower	9:25	76	合格	Administration Department	Kao Liu	9:28	88	合格
Sales	Kao Zhu	9:25	93	优秀	Administration Department	Kao Yang	9:28	85	合格
Sales	Xiaomin	9:25	68	不合格	Administration Department	Kao Zhou	9:28	89	合格
Sales	Xiaomei	9:25	80	合格	Administration Department	Kao Zhao	9:28	87	合格
Number of trainees	10	Number of people assessed	10	Excellent number	3	Qualified number	7	Unqualified number	1

Employee Training Record Template

Y Pai



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