# Employee Training Record

*Purpose: This document serves as a comprehensive record of the training, certification, and competency evaluations for employees within the manufacturing department. It ensures compliance with quality standards and supports continuous improvement initiatives.*

## Employee Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Employee ID** | **Department** | **Position** | **Date of Hire** |
| {fullName} | {employeeId} | {department} | {position} | {dateOfHire} |

## Training Sessions Attended

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Title** | **Date** | **Trainer** | **Duration (hrs)** | **Status** |
| {#trainingSessions}{title} | {date} | {trainer} | {duration} | {status}{/trainingSessions} |

## Certifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification Name** | **Issuing Body** | **Issue Date** | **Expiration Date** | **Status** |
| {#certifications}{name} | {issuer} | {issueDate} | {expiryDate} | {status}{/certifications} |

## Competency Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill/Area** | **Assessed By** | **Assessment Date** | **Rating** | **Comments** |
| {#competencies}{skill} | {assessor} | {assessmentDate} | {rating} | {comments}{/competencies} |

## Training Needs

{#trainingNeeds}

* **{needTitle}:** {needDescription}

{/trainingNeeds}

## Supervisor Notes

*{supervisorNotes}*

**Supervisor:** {supervisorName}
**Date:** {recordDate}