

# Sample Worker Training Record

This sample form can be adapted for your workplace. Keep a copy of it for your records.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of hire: \_\_\_\_\_

<b>Training Received</b>	<b>Date</b>	<b>Trainer Name</b>	<b>Comments</b>	<b>Refresher Date</b>
<i>Orientation</i>				
<i>Cash Handling</i>				
<i>First Aid Course</i>				
<i>Supervisor Training</i>				
<i>Working Alone</i>				