Format of Training Record

Training Topic		
Trainer's Name		
Trainer's Designation		
Date (DD/MM/YYYY)		
Time (HH:MM) from	Time (HH:MM) to	

Sr. No.	Emp. ID	Trainee's Name	Trainee's Designation	Trainee's Department	Trainee's Signature
ı					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Trainer's	Signature				

Disclaimer

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