



ABC Wines

Training record

- This training register template will help you record on the job training you provide to your workers.
- It can be completed for one employee only or for more than one if the training is provided to a group of workers.

Name of employee or employees (Attach attendance list if training was provided to more than one employee)	
Job title	
Training topic (refer to relevant training plan)	
Reason for being trained:	Select the relevant option: <input type="checkbox"/> Induction for new starter <input type="checkbox"/> Introduction of new process, technology, machinery, etc. <input type="checkbox"/> Worker is not performing as expected <input type="checkbox"/> Job change (change of responsibilities or promotion) <input type="checkbox"/> Introduction of new legislation, policies or procedures that affect how work is done
Method of training	Select the relevant option: <input type="checkbox"/> Theory (commonly used for communicating policies, etc) <input type="checkbox"/> Practical: Instruction <input type="checkbox"/> Practical: Job rotation <input type="checkbox"/> Mix of theory and practical
Who provided training (name, job title)	
Location of training (boardroom, cellar, winery, warehouse, etc)	



Duration of training (number of hours or days)	
Date of training	Start date:
	End date:
Did the trainee achieve the level performance required based on the learning objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments / further training required? A plan to reinforce the trainee's skills not obtained during the training should be implemented in case the level of performance required is not achieved	