# Employee training record

**Employee's name:** _____ **Role:** _____

**ID / employee no.:** _____ **Start date:** _____

| No. | Date | Training topic | Type of training<br>initial / refresher / task-specific | Instructor | Duration | Score / result | Employee's signature |
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A free template from IL Safety Academy (ilsafety.com). A general template, not an official form — check the requirements that apply to your workplace.