



**EMPLOYEE TRAINING - INDIVIDUAL COURSE REPORT**

**1 - Employee Identification**

Name:  Employee Number:   
 Employer at time of training:

**2 - Details of training**

Course Title:  Course Number:   
 Class Number:  Location of training:   
 Duration of training (in hours):  Dates of training From:  To:

**3 - Name of instructors / trainers**

	Name of Instructors / Trainers	Employer of Instructor / Trainer
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

**4 - Performance record, test results, training result and remarks**

Performance Record

Test results

Training Results

Remarks

**5 - Signatures**

<input type="text"/>	<input type="text"/>
Instructor's Signature	Employee's Signature
<input type="text"/>	<input type="text"/>
Instructor's Name (block letters)	Employee's Name (block letters)
<input type="text"/>	<input type="text"/>
Date	Date