|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **DAY** | **MONTH** | **YEAR** |  |  |  |  |  | | | | | |  |
|  |  |  |  | **Category** |  | | |  | |  | | |
|  |  |  |  |  |  |  |  |  |  | | | |  | | |  |
|  | **Duration** |  | | |  | |  |  | |  |
|  |  |  | |  | |  | |  |  | |  |
|  | **Description** |  | | | **Doc Name** |  | | | | |
| **Trainer** |  | | |  |
| **Position** |  | | |  | **Target group** |  | | |  |  | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Surname** | **Trainee signature** | **Position** | **Clock No/ Employee Code** | **Gender**  **M/F** | **Trainee**  **Rate** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |