

(Name of department) Training Report (month, year)



This form is completed by the HOD and sent to Training Manager (CC GM) on the first of each month

TO: Training Manager, CC General Manager

FROM

DATE:

DEPARTMENT

HEAD:

DEPARTMENT:

DEPARTMENTAL

TRAINER/S:

ATTACHMENT: Monthly Training Calendar for (next month)

1) Achievement of People Training Standard #3: Every employee receives regular skills training

KPI 3.1: Every employee receives 2- 4 hours departmental training per month

- Hours of departmental training per employee this month (not including new hire training)

KPI 3.2: Each HOD posts a monthly departmental training calendar by 26th of each month and forwards a brief monthly training report by 1st of each month

- Were calendars and reports posted and sent on time? Yes/No

KPI 3.3: Every department has a Departmental Manual of SOP's and Task Breakdowns - reviewed at least once per year

- Status of SOP Manual and Task Breakdowns – level of completion

2) Positive Outcomes: (Anything great which happened, encouraging results or positive feedback.)

3) Issues: (Any problems, concerns or patterns of behaviour which need to be addressed.)

(Name of department) Training Report (month, year)



Training Hours Calculator (double click the table and please don't move or add anything as it's a sensitive table ;))
PLEASE NOTE: do not include new hire training hours in the above table.

S/N	Name of session	Date	Number of attendees	Duration (minutes)	Total training hours
1					0
2					0
3					0
4					0
5					0
6					0
7					0
8					0
9					0
10					0
11					0
12					0
13					0
14					0
15					0
16					0
17					0
18					0
19					0
20					0
21					0
22					0
Total			0	0	0
Total number of department employees			Total average hours per employee		#DIV/0!