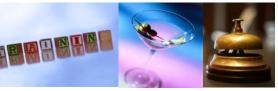
Departmental Training Record







Dept/Outlet:		Trainer:								
Position:										
Employee Names & Start Dates	Setting a station	On-the-job assessment	Polishing cutlery	On-the-job assessment	Folding napkins	On-the-job assessment	Clearing a table	On-the-job assessment	Setting a table for breakfast	On-the-job assessment

How to Use This Plan:

- 1. List Job Tasks in a logical order
- 2. Write employee names and their start dates at the top
- 3. As each employee is trained, initial and date the squares

This plan may be used as Wall Chart