

Workers training

An example of a training notice?

ON HEADED NOTEPAPER
NOTICE
Date : DD/MM/YYYY
This is to inform you that training on XXXXXXXX will be organized on DD/MM/YYYY at worksite premises at 14:00.
Authorized Signatory

An example of a training records?

Work-site Name	Address	Training Topic:
		Date:
Trainer(s)		
Sr. No.	Name	Signature
1.		
2.		
Trainee(s)		
1.		
2.		
Etc.		
Minutes of meetings		
Introduction:	Important points covered:	Questions and answers:
Action plan:	Suggestions and remarks:	Next training date:
Photographs		
Photo 1 (date/time)	Photo 2 (date/time)	Etc.