





# Sample Worker Training Plan Template

Below shows an example of a training notice:

ON HEADED NOTEPAPER	
NOTICE	
Date: DD/MM/YYYY	
This is to inform you that training on XXXXXX will be organised on DD/MM/YYYY at worksite premises at 14:00.	
(Authorised Signatory)	

Below shows an example of a training record:

Worksite Name	Address	Training Topics
		Date:
<b>Trainer(s)</b>		
Sr. No.	Name	Signature
1.		
2.		
<b>Trainer(s)</b>		
1.		
2.		
Etc.		
<b>Minutes of meetings</b>		
Introduction:	Important points covered:	Questions and answers:
Action plan:	Suggestions and remarks:	Next training date:
<b>Photographs</b>		
Photo 1 (date/time)	Photo 2 (date/time)	Etc.

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