

INDIVIDUAL TRAINING RECORD

Job Title:					
Department:					
Employee Name:					
Task	Date Training Completed	Level of Competency	Observations	Follow-up Date	Trainer Signature

Competency Levels	
1 – Needs development	Requires thorough training, work with a direct supervisor or mentor. Reassess in 1 month.
2 - Somewhat competent	Requires training and supervision by supervisor or mentor. Reassess in 1 week.
3 – Highly Competent	Requires basic training and occasional check-ins by a supervisor or mentor. Reassess in 6 months.