



记录表  
RECORD SHEET

# 员工培训记录表

## Staff training record

企业 (Business): \_\_\_\_\_ 员工 (Employee): \_\_\_\_\_

岗位 (Role): \_\_\_\_\_ 入职日期 (Start date): \_\_\_\_\_

演示工作方法，确认员工理解，并观察其实际操作。记录复训情况及任何需要的进一步督导。

| 日期<br>Date | 安全方法/课程/工作<br>Safe method / course / task | 培训人/培训机构<br>Trainer / provider | 能力核查及结果<br>Competence check and outcome | 员工/培训人简签<br>Staff / trainer initials |
|------------|-------------------------------------------|--------------------------------|-----------------------------------------|--------------------------------------|
|            |                                           |                                |                                         |                                      |
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### 跟进/复训

Follow-up / refresher training

措施及截止日期 (Action and due date): \_\_\_\_\_

经理 (Manager): \_\_\_\_\_ 复核日期 (Review date): \_\_\_\_\_