

Training Report

Employee Training Report in Manufacturing Industry with Comments

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Specify company name _____

Specify company address _____

Telephone No. _____

Specify company email _____

Trainer Name: Josh Brown _____

Department: Production _____

Employee Name	Training Subject	Duration	Training Status	Comments
Miller Decker				
Matt Murdock	Full operating knowledge about pressing machine	5 hours	On Going	Mention your comments here
John Wayne				
Text Here	Text Here	Text Here	Text Here	Text Here

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Training Report :

- A training report is a written assessment of the advantages and disadvantages of a training course after it has been completed.
- It provides an overview of the training programme information, such as the course's name, location, description, goals, and date.

Employee Training and Safety Initiatives

This slide illustrates the efforts undertaken by the company to make the workplace more safe and secure. It includes information about the multiple trainings imparted along with the company health and safety management framework.

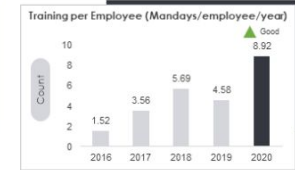
Human Capital

Employees on roll (Nos.)	30857
Investment in employee training & development \$ Million	-125
Employee training (Mandays/employee/year)	8.45

Trainings Imparted

Training Name	Dates Conducted	Benefit
Training on workplace safety compliance	12th May 2020 to 15th May 2020	Reduction in on site accidents
Add text here	Add text here	Add text here

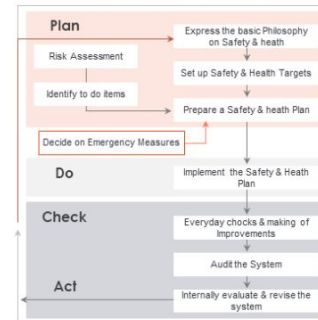
Trainings Comparison



Insights

- There is considerable increase in trainings that are imparted to employees
- Add text here
- Add text here

Employee Health and Safety Management Framework



Workplace Safety Improvements



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Performance Management Training :

- Performance management is a type of management where an organisation creates a work environment where people may perform their best work.

Performance Management Training Four Quarter Roadmap



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- The process of enhancing a seller's abilities, knowledge, and characteristics in order to influence seller behaviour and increase sales success is known as **Sales Training**.
- Sales training should be seen, planned, and implemented as a change management initiative for maximum effectiveness.
- A turning point has been achieved in sales training.

Sales Training Need Analysis Report

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Job Position	Sales Executive
Reviewed by	Sales Manager



Department	Sales
Review Date	dd/mm/yyyy

S. No	Job Task/Description	Core Skills /Knowledge Required	Training Sources
1.	How to Prioritize Prospect Calls and Contacts with customers	o Communication Skills	o Text Here
2.	CRM Training	o Add Skills Here	o Text Here
3.	Text Here	o Text Here	o Text Here
4.	Text Here	o Text Here	o Text Here

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Preparing a training schedule :

- Determine the learning goals.
- Clarify Important Concepts and Related Ideas.
- Arrange the information.
- Consider Presentation Strategies.
- Specify evaluation.
- Think about timing.

2 Week Calendar depicting Training and Review Schedule

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Week 1								
Goal	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Result
Employee Skills enhancement Training	<input checked="" type="checkbox"/> Ethics management	<input checked="" type="checkbox"/> Teamwork management	<input checked="" type="checkbox"/> Workload management	<input checked="" type="checkbox"/> Public speaking	<input type="checkbox"/> Text Here	<input type="checkbox"/> Text Here	<input type="checkbox"/> Text Here	Increase work productivity by 30%

Week 2								
Goal	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Result
Performance Review	<input checked="" type="checkbox"/> Executive and buddy relationship review	<input checked="" type="checkbox"/> Target achievement review	<input checked="" type="checkbox"/> Working hours review	<input checked="" type="checkbox"/> Employee commitment review	<input type="checkbox"/> Text Here	<input type="checkbox"/> Text Here	<input type="checkbox"/> Text Here	6% of employees satisfied with work culture

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FAQs

What to write in a daily report?

- The report's time and date.
- a rundown of all the work that was done that day.
- Budget and resources used for the day.
- an inventory of tasks finished.
- a list of unfinished business (if any)
- a list of fresh assignments that need to be made.
- Issues and difficulties developed.

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What are the pillars of Performance management training ?

- Transparency
- Coaching
- Reward

What are the stages of Performance Management training?

- Planning
- Monitoring

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- Developing
- Reviewing
- Rating
- Rewarding

What are the types of sales trainings?

- Inside sales ,
- Field sales
- Service sales
- Sales management

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