

EMPLOYEE TRAINING DOCUMENTATION

Date:

Time:

Subject Discussed:

Conducted by:

Title:

Instructions: Make your meetings brief; 5-10 minutes long. Cover only one subject. Use an object to focus the attention of the employee's to the topic.

Signatures of Employees Attending Meeting

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved by:

Title:

Date: