FREE DOWNLOAD

CHECKLIST TEMPLATE

Training Checklist

TRAINING PROGRAM DETAILS:

Training Program Name: _____ Training End Date: _____

Training Start Date: _____ Trainer Name(s): _____

Trainee Name(s): _____

TRAINING MODULES AND TASKS

Task/Module	Description	Responsible Party	Completion Date	Signature
Introduction to Training				
Company Policies Overview				
Module 1: [Module Name]				
Module 2: [Module Name]				
Module 3: [Module Name]				
Safety Procedures				
Hands-on Activity 1				
Hands-on Activity 2				