

PERSONAL TRAINING RECORD

Keeping accurate records is a critical component of an efficient training programme; they allow you to check that training demands are being fulfilled while also providing key documentation that you may use for verifying compliance to an enforcing authority inspector or other auditor. Use and customise the template below to ensure you keep track of important information on an individual basis.

Personal Training Record						
Name	Department/ Cost Centre	Training Need	Training Provided	Outcome	Refresher training needed?	Signed