**Employee Training Progress Report**

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| --- | --- | --- | --- |
| **Organization Name:** | ABC Manufacturing Ltd. | **Department:** | Human Resources |
| **Report Period:** | July – September 2025 | **Prepared By:** | HR Training Coordinator |
| **Date:** | 13-Oct-2025 |  |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Muhammad Ali | Employee ID | HR-024 |
| Designation | HR Officer | Department | Human Resources |
| Supervisor | Sarah Khan | Date of Hire | 15-Jan-2024 |

**Section 2: Training Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Training Title** | **Training Type** | **Provider/ Trainer** | **Start Date** | **End Date** | **Duration (Days)** | **Status** | **Remarks** |
| 1 | Effective Communication Skills | In-House | Sarah Khan | 05-Jul-2025 | 07-Jul-2025 |  | Completed | Excellent participation |
| 2 | Conflict Resolution Workshop | External | HR Pro Institute | 15-Aug-2025 | 17-Aug-2025 |  | Completed | Needs follow-up on case practice |
| 3 | Leadership & Motivation | Online | Udemy | 01-Sep-2025 | 10-Sep-2025 |  | In Progress | Ongoing online module |

**Section 3: Performance and Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Pre-Training Score (%)** | **Post-Training Score (%)** | **Improvement (%)** | **Trainer Comments** |
| Communication | 70 | 88 |  | Strong improvement |
| Problem Solving | 65 | 80 |  | Good progress |
| Teamwork | 72 | 85 |  | More confidence in collaboration |
| Leadership | 60 | 75 |  | Developing leadership mindset |

**Section 4: Summary of Training Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Trainings Completed | 2 | Total In Progress | 1 |
| Average Improvement (%) | 17% | Overall Training Performance | Above Average |

**Section 5: Supervisor’s Remarks**

*“The employee has shown consistent progress across communication and leadership areas. Recommended for advanced leadership training in next quarter.”*

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** 13-Oct-2025

**Section 6: HR/Training Department Sign-Off**

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| --- | --- | --- |
| **Approved By** | **Designation** | **Signature** |
| Ayesha Iqbal | HR Manager | \_\_\_\_\_\_\_\_\_\_\_ |