**Training Record and Log Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** | Bright Future Industries Pvt. Ltd. | **Department:** | Human Resources |
| **Reporting Period:** | January – December 2025 | | |

**Section 1: Training Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Training Title** | **Training Type** | **Trainer/Facilitator** | **Training Date** | **Duration (Hours)** | **Location/Platform** |
| Workplace Safety Awareness | In-House | Mr. Ali Raza | 05-Jan-2025 | 3 | Training Room A |
| Effective Communication Skills | External | Ms. Sara Khan | 10-Feb-2025 | 4 | Zoom |
| Data Security Compliance | Online | Compliance Dept. | 15-Mar-2025 | 2 | LMS Portal |

**Section 2: Employee Participation Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Employee Name** | **Emp ID** | **Department** | **Training Title** | **Attendance (Yes/No)** |
| 1 | Ahmed Khan | HR-102 | HR | Workplace Safety Awareness | Yes |
| 2 | Maria Ali | MK-208 | Marketing | Effective Communication Skills | Yes |
| 3 | Bilal Ahmed | IT-305 | IT | Data Security Compliance | No |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** | **Score (%)** | **Completion Status** | **Certificate Issued (Yes/No)** | **Remarks** |
| Ahmed Khan |  | 88 | Completed | Yes |
| Maria Ali |  | 92 | Completed | Yes |
| Bilal Ahmed |  | - | Not Completed | No |

**Section 3: Summary Overview**

|  |  |
| --- | --- |
| **Description** | **Result (Example)** |
| Total Employees Trained | 3 |
| Trainings Completed | 2 |
| Certificates Issued | 2 |
| Average Score (%) | 90 |

**Section 4: Trainer Evaluation Summary (Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainer Name** | **Training Title** | **Average Feedback Score (1–5)** | **Comments** |
| Mr. Ali Raza | Workplace Safety Awareness | 4.6 | Engaging and practical |
| Ms. Sara Khan | Effective Communication Skills | 4.8 | Highly interactive |

**Section 5: Sign-Off**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By** | **Designation** | **Signature** | **Date** |
| Ms. Hina Malik | Training Coordinator |  | 13-Oct-2025 |
| **Approved By** | **Designation** | **Signature** | **Date** |
| Mr. Salman Qureshi | HR Manager |  | 13-Oct-2025 |