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Sep 27, 2024 A training log sheet is essential to track the details of the employees and their progress in training. Every company before appointing a candidate essentially requires them to take the training. Every company before appointing a candidate essentially requires them to take the training. Every company before appointing a candidate essentially requires them to take the training.
office get the same training. A training log sheet is a logical approach to keep track of new joiners in the company. 5 Steps to Writing a Training Log Sheet Step 1: The Format The table format is the most common and useful for this purpose. It lets the user efficiently record the name of the employees and the necessary information regarding the
training simultaneously. Step 2: Decide What to Record All the information needs to be detailed include more columns and rows accordingly. If the employee's information needs to be detailed include more columns and rows accordingly. If the employee's information needs to be detailed include more columns and rows accordingly. If the employee's information needs to be detailed include more columns.
provisions in the log sheet to mention the name of the training Log An institution's training log will be more varied than that of a business organization with records of the topics and areas of training. Before making the
sheet know the kind and purpose of it. Step 5: Separate Log sheets For joiners in every team, make a new sheet separately. This will help you in categorizing the different types of training Feedback Log Template MS Word Google Docs Apple Pages Download Now 2. Employee Training Log
Template azdhs.gov Size: 30.9 KB Download Now No employee is appointed in a company before proper training and understanding of the job profile and his designation. Even the tenure keeps varying according to their experience. Use this blank
employee log training sheet to keep track efficiently of the kind of training all the employees in your company is receiving. Hurry and get it now! Find more sample log templates by visiting this link. 3. Free Staff Members Training Log Example psnc.org.uk Size: 310.2 KB Download Now The staff of a company or of a service are bound to be trained to
get adapted to the system of working inside the firm. However, the training that they receive strictly depends upon their job status and previous similar experiences. Download this staff training log template and record what kind of training your employees are getting. Also keep track of who is giving out that training. Get the template now! 4. Free
Sample Training Log Format healthpartners.com Size: 52.6 KB Download Now In the middle of the tenure of serving a company, a specific employee sent to the
training, the type of training they are to receive and the date and signature of employee. Make work easier with our training Log Template npeu.ox.ac.uk Size: 381.5 KB Download Now During a field work or a special project an employee maybe asked to take an on-site training. The sample sheet is to just give
you an idea of these sheet's category wise. Ideally it should contain the names of the employees, their designation, then training type, the tenure and the training log to keep track of employees efficiently. 6. Worker
Training Log in PDF cropwatch.unl.edu Size: 6.3 KB Download Now An agency may require of its worker a special ability or skill. If absent the agency might give out the training themselves to the workers before hiring or involving them in a special project. This sample layout is for you if you are stuck in such a situation. Download this action log
template today and make a simple list of employees that are taking the training. Take the signatures to confirm their acknowledgement of the kind of
training the employees are getting. The tracking is more essential when the employees vary in the type of training that they are receiving. This log sheet in pdf below records the name of employee, their designation, the type of training received by them, the purpose, and the name of the trainer. The approach is complete and quite satisfactory. Train
your employees better with this time log template of ours. Get it today! 8. Free Training Log for State Assessment for jobs of the state authorities only. This sample log sheet
is for the same purpose. The name of candidates signing up for the training are listed alongside their signatures for validity. Download and follow the sample training Log in PDF deanfoods.com Size: 159.6 KB Download Now While making log sheets in word, one
should be aware of all the kinds of training sheets that exist. We have provided here a sample of a dairy log sheet. The date, topic, format and name of employee's signature and the name and signature and the name of employee's signature and the name and signature and signature and signatur
purpose of your own and modified categories. Make better training sheets with our help. 10. Free Volunteer Training Log Format gscnc.org Size: 157.2 KB Download Now It is not enough to simply enroll your employees into training process comprises of and how the training
is going to proceed. The ideal way to do this is to make a list of the skills that your trainee employee is going to be taught and then make a checklist. As the employees get training sheet after customization. Hurry! 11. Food Safety
Training Log Template acfb.org Size: 215.9 KB Download Now Staffs working for restaurants need to assure the customer and the higher authorities that the standard and quality of their food is maintained. This log sheet can be used for that purpose. This training contract sheet is blank to record the name of the personnel's involved in the quality
management of food. The signature is to be recorded to validate their acknowledgement of food safety. Hurry up and download today and ensure good quality food to your customers. 12. Free Employee Training Log in PDF mdeq.ms.gov Size: 22.0 KB Download Now It is essential that when you track the training log of a worker you identify and draft
their details efficiently. This log sheet sample has given more stress to the ID and verification of individual employee. Download the simple template and use the approach if you wish to first record the name, status and training type of the employee followed by his ID number. Also record the signature of the trainer in the end. Get this useful training
outline today! 13. Free SOP Training Log Example mmcri.org Size: 21.2 KB Download Now The simple log of training can be filled up by trainees themselves. This will help the higher authorities know in detail as to which employees have taken training. It is also a logical method to take attendance of the employees in the training sessions. Download
to record individual names of employees along with the dates of sessions and their signatures. Allow the training Log Template in PDF flh.fhwa.dot.gov Size: 76.4 KB Download Now Some companies give out a specified set of training sessions. The
employees are then asked to take one or two of those sessions. This is a sample training of a company which has first listed the type of training is then drafted in the sheet. Download the sample template now and use the format to keep track of every employee's
training history. Get the sample for a basic idea today. 15. Free Safety Training Log Format tn.gov Size: 152.9 KB Download Now In schools or institutions when training log sheet in excel gives provision to first record the student's details. Followed by
that are the name of the topics in the training procedure and the training procedure and the training process. Download the template for school camp purposes and use the layout for log sheet-making. 16. Driver Training Log Example
hse.gov.uk Size: 3.9 KB Download Now Driving is no easy thing. It involves the safety of not only the driver's training it is blank and ready-to-use. Now record the name of the candidate
and his progress in the different aspects of training. Authorize the letter template and make the sanctioning legal only after the training to grant the safety of all through this template. 17. Free Staff Training Log Template mynevadacounty.com Size: 75.2 KB Download Now Training logs can be made in the simplest way as
well. It requires to record the name, initials, training type, date, location and signature of the employees' training. Download and use the
sheet directly to suit your purpose. Hurry! 18. Food Safety Training Log Example foodforlanecounty.org Size: 34.4 KB Download Now 19. Free Personal Training Log Example navyfitness.org Size: 15.4 KB Download Now A learning management system (LMS) is
a luxury not every organization can afford. Yet maintaining accurate employee training logs is invaluable to your team's growth and development plans. If you're seeking a low-cost alternative, a simple solution is just a few clicks away within Excel's robust library of templates, which includes a training log template. We'll show you where to find it, and
get you up to speed so you can begin logging training without breaking a sweat - or the bank! A library of possibilities Solutions to many business needs can be found in Microsoft Office's template library. Invoices, scripts, budgets - there are literally thousands of helpful tools that are business-ready and designed to make life easier. You could use
them right off the shelf. Or, if your company has specific branding standards (mandatory fonts, colors, etc.), they can be formatted to match those guidelines with ease. Start by locating Excel's training log template: Update Nov 2017: This template is no longer available in the template library. Here's a copy if you wish to download it. Easy to follow,
easy to use Right out of the box, this training log template should cover most of your logging needs. Inputs for employee data and training courses are paired with intelligent filters, allowing you to organize information quickly and logically. As is the case with most Microsoft templates, it opens with sample data. Use the examples as a guide for
inputting your own employee and course details. Notice the template has three tabs: Training Log This top sheet is your high-level snapshot of your training efforts. Filters are in place to help you manipulate your records as needed. Course List No surprise here. This is where you'll input all of the courses, seminars, etc. your organization (or outside
sources) provide. Personnel Info Also of little surprise, your employee records are entered and updated here. Wouldn't it be great if everything in business was so self-explanatory? You can navigate between sheets with the tabs below the work area, as any Excel pro user knows, by clicking them. These same tab labels are displayed in column A. You
can opt to click there to move between tabs. Let's get logging! Now we can add some new data. For this exercise, we'll assume you've identified a need for basic Excel training - like KnowledgeWave's Getting Started with Microsoft Excel. Together, let's add the course and add a new employee, Karen Mead, to the log. She'll be one of the first
employees to take the course. Enter the course Click the Course List tab. Next, click in an open field under the Title column. Proceed to enter the course duration. Add a new employee
record With the same ease as entering a new course, simply click the Personnel Info tab. Next, click in an open field under the Name column. Proceed to enter the employee's name, department, and title. We'll assume Karen aced the class and is well on her way to becoming an Excel guru. We can move to the Training Log tab and record her
completion of the course. Log the training Click an open field under Date of Training, and - you guessed it - enter the date. Because you added her to the Personnel Info tab, Karen's name appears in the drop down menu presented as you click the open cell under Name. The same is true for the Excel class you added earlier. Find Getting Started with
Excel in the drop down menu. The Instructor field automatically populates based on the record you entered previously. Then, all that's left to do is select if the course was taken, Karen's performance outcome, and any comments you wish to add. Notice, too, that you can use this tab to log future trainings not yet completed. You might also like... Slice
through the records quickly As the log grows, you'll want an easy way to sift through the data. Excel's training log comes equipped with slicers to make quick work of data mining. As is, the template provides filters for employee name, course name, instructor, and completion status with just a few clicks. Choose to slice your data with the filters above
Office 365 are relying on SharePoint and some added automation to meet their needs. In her article for eLearning Industry, Amber Rasmussen cites SharePoint's collaborative content management and training project management as just a few of the features that make it an effective LMS solution right out of the box. At KnowledgeWave, we've
helped businesses make this transition. If you reach a point where a more technical LMS solution - like SharePoint - is needed, we'd love to talk to you about how we might assist. Call 1-800-831-8449 or email info@knowledgewave.com to discuss SharePoint services. Excel's training log is merely a single offering from a lengthy list of solutions
available directly from Microsoft. For budget-minded companies with a little Excel know-how, it can be a perfect starting place when a full-fledged LMS is out of reach. With it, you'll have accurate records of your organization's ongoing training and development efforts. A learning management system (LMS) is a luxury not every organization can
afford. Yet maintaining accurate employee training logs is invaluable to your team's growth and development plans. If you're seeking a low-cost alternative, a simple solution is just a few clicks away within Excel's robust library of templates, which includes a training log template. We'll show you where to find it, and get you up to speed so you can
begin logging training without breaking a sweat - or the bank! A library of possibilities Solutions to many business needs can be found in Microsoft Office's template library. Invoices, scripts, budgets - there are literally thousands of helpful tools that are business-ready and designed to make life easier. You could use them right off the shelf. Or, if your
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you'll want an easy way to sift through the data. Excel's training log comes equipped with slicers to make quick work of data mining. As is, the template provides filters for employee name, course name, instructor, and completion status with just a few clicks. Choose to slice your data with the filters above the logging area or by clicking the filter
buttons next to each entry field's title. At any time, you'll have immediate feedback on who's done what training and what's left for him/her to do. Consider SharePoint as an alternative Down the road, your organization may outgrow the Excel template and seek another LMS solution. Some businesses who use Office 365 are relying on SharePoint and
some added automation to meet their needs. In her article for eLearning Industry, Amber Rasmussen cites SharePoint's collaborative content management and training project management as just a few of the features that make it an effective LMS solution right out of the box. At KnowledgeWave, we've helped businesses make this transition. If you
reach a point where a more technical LMS solution - like SharePoint - is needed, we'd love to talk to you about how we might assist. Call 1-800-831-8449 or email info@knowledgewave.com to discuss SharePoint services. Excel's training log is merely a single offering from a lengthy list of solutions available directly from Microsoft. For budget-minded
companies with a little Excel know-how, it can be a perfect starting place when a full-fledged LMS is out of reach. With it, you'll have accurate records of your organization's ongoing training bowling pins—exciting but risky if things go wrong. Thankfully,
Excel is here to make the process a little less fiery and a lot more manageable. If you're looking to create an employee training tracker in Excel, you're in the right place. We'll walk through each step, making sure you're equipped to keep tabs on who's learned what, when, and how well they're doing. In this article, we'll guide you through the process
of setting up a comprehensive employee training tracker using Excel. From setting your goals and planning your tracker layout to creating formulas that do the math for you, we've got it covered. So, grab a cup of coffee, and let's get started! Build dashboards & reports in seconds with the best AI spreadsheet. Bricks makes creating dashboards,
reports, and charts a breeze. Try it free - Before you open Excel and start typing away, it's important to think about what you want your goals will make it much easier to set up
a tracker that meets your needs. Consider questions like: What training sessions or courses are employees attending? Are you tracking completion dates or just enrollment? Do you need to monitor scores or grades? How will you use this data in the future? Once you've clarified your goals, you'll have a clearer picture of what your tracker should look
like. For instance, if you're focusing on skill development, you'll want columns for various competencies. If compliance is your main concern, you'll need to ensure you're capturing attendance and certification. With your goals in mind, it's time to sketch out your tracker layout. Think of this as creating a blueprint for your spreadsheet. This step will
save you time and headaches later on. Here's a basic layout to consider: Employee Name: This column is pretty self-explanatory. You'll want a list of all the employees by department: Grouping employees by department can help you identify trends or gaps in training. Course Title: What's the name of the training session or course? Date
Completed: When did the employee finish the course? Score/Grade: If applicable, include a column for performance metrics. Certification: Is there a certificate provided upon completion? Note it here. This is a starting point, and you can customize the layout based on your specific needs. Maybe you need multiple sheets for different departments or a
separate section for online courses. The key is to have a structure that supports your data a breeze. Import your data, describe what you want, and improve it by asking for changes. GET STARTED FOR FREE
Now that you have a plan, it's time to open Excel and start building your tracker. Here's how you can set it up: Create a new workbook by clicking on "File" > "New." Set up your columns: Using the layout you planned, enter the column headers in the first row. For example, start with "Employee Name" in cell
A1, "Department" in B1, and so on. Format the headers bold and maybe give them a background color to distinguish them from your data. You can adjust the
width by dragging the boundary on the right of the column heading. Don't worry if your initial setup isn't perfect. Excel is quite forgiving when it comes to making changes. You can always add or remove columns later as your needs evolve. With your spreadsheet ready, it's time to start inputting data. Accuracy is crucial here, so take your time to
ensure everything is entered correctly. Here are a few tips to make this process smoother: Consistency is key: Make sure names and department titles are consistent. For instance, use "Sales Department" or "Course Title," consider using Excel's
drop-down list feature to prevent typos. You can set this up by selecting the cells, going to "Data" > "Data Validation," and choosing "List." Copy and paste it directly into Excel. Just make sure the columns match up. With your data in place
your tracker begins to take shape. But we're not done yet! There's still some magic to add with formulas and formatting. Excel's real power lies in its ability to handle calculations automatically. You can use formulas to keep track of totals, averages, or even to flag overdue training. Here are a few formulas you might find useful: Counting completed
courses: Use the =COUNTA(range) function to count the number of courses completed by an employee. Replace "range" with the actual cell range for the "Course Title" column. Averaging scores: To calculate the average score for an employee, use =AVERAGE(range). This helps you quickly see how your team is performing. Highlighting overdue
training: You can use conditional formatting to highlight employees who haven't completed required training. Select the range, go to "Conditional Formatting" > "New Rule," and set up a rule that highlights dates past a certain threshold. These formulas can save a lot of manual work and help you quickly interpret your data. Remember, Excel is your
friend—it's there to make things easier, not harder! Even with all the data in place, a spreadsheet can look like a sea of numbers and letters. Formatting is like adding street signs to your tracker, making it easier to navigate. Here are a few tips for formatting your spreadsheet: Use borders: Adding borders can help separate different sections of your
tracker. Select the cells you want to format, then click on the "Borders" button in the toolbar. Color-code categories: Use colors to indicate different types of training or departments. This visual cue can help you quickly identify patterns. Align text: Use text alignment options to make your spreadsheet more readable. For instance, center-align
headings for a cleaner look. Good formatting is like good manners—it makes everything smoother and more enjoyable. Plus, it's important to keep an eye on progress over time. This allows you to see who's staying on track and who might need
a little nudge. Consider setting up a regular schedule for updating your tracker. Maybe it's weekly, monthly, or after each training session. Consistency is key to ensuring your data remains accurate and actionable. You might also want to set up a summary sheet that aggregates data from multiple trackers or departments. This can give you a bird's-
eye view of training across the organization and help you identify any widespread issues or successes. Remember, a tracker is only as good as the data it contains. Regular updates and reviews will ensure it continues to serve its purpose effectively. One of the great things about Excel is its ability to be shared and collaborated on. Whether you're
working with HR, department heads, or team leaders, sharing your training tracker can keep everyone on the same page. Here are a few ways to share your Excel file and email it to colleagues who need access. This is the simplest method but means they won't see updates in real-time. Cloud storage: Save your file to a cloud
service like OneDrive or Google Drive. This allows for real-time collaboration and ensures everyone is looking at the most current version. Protect Workbook." Collaboration can turn a good tracker into a great one. When
everyone contributes to and benefits from the data, it becomes a powerful tool for growth and development. Bricks makes it easy to analyze data, create dashboards and reports, and get insights from your spreadsheet data. SIGN UP for free Now that your tracker is a living
document, and it needs regular updates to stay relevant and useful. Here are a few maintenance tips to keep in mind: Review regularly: Set aside time to review and update your tracker. This could be monthly or quarterly, depending on how frequently training occurs. Solicit feedback: Ask colleagues for feedback on the tracker. They might have
suggestions for improvements or notice errors you've overlooked. Keep it simple: Resist the temptation to make your tracker overly complex. Stick to your goals and ensure the tracker remains a valuable resource for your organization. After all, a
tracker that's accurate and current is worth its weight in gold. Congratulations! You've created a functional employee training formulas and sharing your spreadsheet. By now, you should have a solid understanding of how to track training effectively.
ensuring your team is always up to speed. And remember, while Excel is a fantastic tool, there are other options out there that might offer even more functionality. For instance, Bricks offers an integrated approach, combining spreadsheets, docs, and presentations with AI capabilities. It can do everything from writing formulas to creating visuals
based on your data—like dashboards, reports, charts, and calendars—all in seconds. If you're looking for a tool that can take your tracking to the next level, consider giving Bricks a try!header-2-8header-1-8header-2-8header-1-8header-2-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1-8header-1
spreadsheet data. Create charts, graphs, and analyze your data in seconds - no data analyst needed. Create your first report If you have an employee training program in place, you've likely spent a lot of time and energy (maybe even a little blood, sweat, and tears) getting it into the hands of your employees. But now that it's launched, what do you do?
Given how important training programs are to employee development and business performance, you'll want to make ongoing changes that drive long-term impact and boost the ROI of your programs.) Enter: An easy way to keep track of
employee training progress that your trainees work through the training. Keeping track of your employee training program and employee training program and employee training tracking, including: Let's get started. Why track employee training?
Before getting into the nitty-gritty of the various ways to track employee training, it's important to understand why you'd want to do it in the first place. Employee development. By tracking employee training, you're capturing the
program's success while also keeping a pulse on areas of improvement to make the experience even more engaging. Other benefits of tracking employee training include: Capturing important metrics, such as: Total hours of training Average course scores
Employee engagement Training effectiveness ROI With all the data pulled into a central location, you can begin picking up on patterns that will help you improve your courses, content, and employee training performance. Want more information into specific metrics you should be capturing? A whole section on what to track is coming up. Enhancing
employee engagement Did you know 40% of employees who receive inadequate job training leave their positions within the first year? Considering SHRM reports the average cost-per-hire is $4,129, that's a staggering amount of money going out the door because your employee training program wasn't up to snuff. So, what can you do about it? You
can stay ahead of it by making sure employee training is accessible, engaging, and informative. When employees feel that they're being invested in with quality training opportunities, they'll be more motivated to stay with the company and do their job as effectively as possible. Signaling opportunities for improvement Launching your course can
sometimes feel like your last step, but don't take your foot off the gas just yet. By tracking employee training, you'll find pockets of opportunity for continuous improve training courses: Are employees passing the courses and therefore retaining
the information? How long is it taking employees to complete a specific course, indicating the content is too easy? Are there some pieces of training that no one has elected to take yet? Are there more ways to interact with employees
throughout the training? Based on the answers to these questions, you might have what you need to make your content even better. Keeping the companies keep up with their compliance measures through employee training
tracking. Staying in compliance makes everyone happy - and so does having the right tools for keeping a record of employee training. Let's take a look at the three most common ways companies track employee training. Top 3 employee training tracking software options It
can be challenging not knowing where to start when keeping up with your employee training program. Here are some popular tracking software tools that bring online learning to life. LMS platforms can be used for
employee training and education by providing a one-stop-shop for building, designing, marketing capabilities. When using training tracking capabilities. When using training track employee training by: Keeping up with
student progress percentages Digging into your Activity Feed for each student Reviewing quiz and survey results Looking at video analytics Combing through student discussions on how to develop your program. Not entirely
convinced yet? See how MyTutor uses Thinkific Plus to track their tutors' progress. Project management tools, like Asana. Asana is a project management tystem that helps you assign, track, and communicate about employee tasks - helping teams
stay organized no matter their location. Use Asana or Jira to assign and track your employee training deadlines and milestones. At Thinkific, we use Asana to schedule the onboarding and training modules.] Google Sheets / Excel If you're just
getting started with tracking your employee training metrics, you've probably already considered using Google Sheets or Microsoft Excel. And you're not alone! Both Google Sheets and Excel are familiar platforms that can help you quickly assign training tasks, and capture a running log of your employee training progress. We created an employee training tasks, and capture a running log of your employee training progress.
tracking spreadsheet template that you can copy and repurpose for your own needs. So if you're not quite ready to take on more complex employee training tracker template. To use this template, just make a copy for yourself, fill out your employee's training tasks in phases, with a link to
the training, and a tickbox to check when completed. Know what to track for Now that you know why it's important to track employee training and what it is that you're tracking for. Here are some standard metrics and statistics to look for when you're tracking employee training.
Employee training hours One of the easiest ways to capture employees as they progress within the company. But, because total hours don't go past
the surface, tracking engagement hours (i.e., time spent taking quizzes, tests, surveys, etc.) can help you better understand how much time an employee is spending actually learning the content. Completion rates Tracking for training completion rates are successfully finishing your training course. It can be an
extension of capturing employee engagement hours with a higher incompleted courses, seeing as uncompleted courses signal low employee enthusiasm. For example, courses with a higher incompleted courses signal low employee enthusiasm. For example, courses with a higher incompleted courses, seeing as uncompleted courses signal low employee enthusiasm.
overhaul your content with more engaging information. Overall assessment rates are helpful when tracking compliance training that may need to be passed along to someone else. Other useful insight from assessment rates includes: Knowing
which courses are too challenging or which courses are too easy Seeing which too easy Seeing which too easy 
that passes every time but flies through the content, it may not be engaging enough. Feedback data Finally, one of the best forms of tracking employee feedback helps you better understand what works, what doesn't work, and what
could make it a more fun learning experience. Course feedback data provides both quantitative and qualitative insight into how the courses are going. Using Thinkific, you gather feedback discussion loops Quizzes and test The more you implement employee feedback into course adjustments, the
more engaging the experience will be for your team members. Related article: Learn five easy steps to set up your employee education program and support your staff better with Thinkific Plus. Ready to get started? Given the value tracking your employee's training progress has on making your training program a big success, the time to start your
tracking journey is today. While tracking employee training can feel overwhelming when you don't have the right employee training tracking software, don't let that stop you from getting the data you need. At Thinkific, we not only help customers build interactive online education and training courses, but we also help them capture their successes
every step of the way. Book a call with us today to get started! This article was originally published December 2020, and was refreshed in July 2023 to be even more useful! Simplify employee training with our training log template. This customizable tool helps you track activities, monitor progress, and ensure consistent skill development across your
team. Whether you're looking for a training for a training record template or an Excel training log template will provide you with everything you need to simplify how organizations track, manage, and
optimize employee training. It's a one-stop solution for recording training activities, monitoring progress, and ensuring skill development aligns with business goals. Whether you're managing onboarding, compliance, or ongoing professional development aligns with business goals. Whether you're managing onboarding, compliance, or ongoing professional development, this template is a foundational resource to keep your training efforts organized and impactful
Using Thinkific's Training Log Template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by downloading the template is as straightforward as it gets. Here's how to make the most of it: Download and customize: Start by download and customize is as straightforward as it gets. Here's how to make the most of it.
 course titles, training objectives, and outcomes as training sessions are completed. Monitor progress: Regularly update the log to track participation, measure outcomes, and identify any gaps in training. Generate insights: Use the data to evaluate training program effectiveness, identify trends, and make informed decisions about future training.
investments. What sets Thinkific's Training Log Template apart is its blend of simplicity and adaptability: Customizable for any industry: Tailor the template to fit your organization's unique training needs, from healthcare to tech to education. User-friendly design: Its intuitive structure ensures it's easy to use for both managers and HR teams
minimizing administrative burden. Strategic integration: Pair it with Thinkific's online learning platform for seamless tracking of training completion, assessments, and certifications—all in one place. Compliance-ready: The template is designed to help you meet regulatory standards with detailed, accessible training records. Enhanced organization:
Centralize training data for easy access and better management. Improved compliance: Maintain accurate records to demonstrate adherence to training regulations. Skill gap analysis: Quickly identify areas where employees need additional development. Streamlined reporting: Generate clear insights for stakeholders to measure training
effectiveness. Increased productivity: Focus on delivering impactful training while reducing administrative overhead. A training log template is a structured tool designed to track, organize, and document employee training activities. This valuable resource ensures businesses can effectively monitor training progress, measure outcomes, and identify
skill gaps across their workforce. It serves as a centralized hub for all training record-keeping and ensuring compliance with industry standards. While the terms "training log template" and "training record-keeping and ensuring compliance with industry standards. While the terms "training log template" and "training record-keeping and ensuring compliance with industry standards. While the terms "training log template" and "training log template"
tracking training activities over time. It includes ongoing details about courses completed, skills developed, and progress made by employees. It's a living document updated regularly as training record template: Acts as a static record of training that has already been completed. It's used to document training histories for compliance
or audit purposes, often summarizing key details in a more final format. Similarities: Both templates centralize employee training information. Both are essential for compliance and workforce development. Both templates centralize employee training information. Both are essential for compliance and workforce development.
the training record template is static and focuses on finalized information. Training logs are proactive tools for planning and monitoring, while training log are substantial. Organizations can harness these logs to streamline and enhance workforce
development initiatives, driving both individual and organizational growth. An employee training log template acts as a centralized repository for an employee's learning journey. It consolidates all pertinent training information, including courses completed, skills acquired, and progress made over time. A unified system like this offers more than
convenience—it ensures accessibility and clarity. By eliminating confusion or fragmented records, it allows HR teams, managers, and employees to easily access and interpret training histories. This level of transparency supports strategic workforce planning, enabling decision-makers to align employee development with organizational goals. In
today's regulatory landscape, compliance with training requirements isn't optional—it's mandatory. Organizations are frequently required to demonstrate adherence to training quidelines during audits and inspections. An employee training log serves as verifiable evidence that the organization has met these requirements. Accurate and up-to-date
records of training sessions, certifications, and completion dates ensure readiness for external audits and protect the organization from non-compliance penalties or reputational damage. By maintaining meticulous training logs, companies can showcase their commitment to employee development and regulatory adherence, fostering trust among
stakeholders. A training log isn't just about documentation—it's a powerful tool for tracking and enhancing employee skills and competencies. By recording training outcomes and performance improvements, organizations can identify skill gaps and address them through targeted interventions. This proactive approach ensures every team member
contributes effectively to organizational objectives. Whether it's identifying employees ready for promotions or those requiring additional support, a training logs also play a role in boosting employee engagement and satisfaction. Employees who see their progress
and achievements documented gain a sense of accomplishment and motivation to pursue further learning opportunities. Moreover, by demonstrating a clear investment in employee growth, organizations foster loyalty and reduce turnover rates. A well-maintained training log becomes a testament to the company's commitment to professional
development, strengthening the employer-employee relationship. With a well-structured training log, organizations gain access to valuable data that informs decision-making. Analytics derived from training programs, and identify areas needing improvement. By leveraging this data, companies
can optimize training budgets, tailor development initiatives to business needs, and ensure their workforce remains competitive in a rapidly evolving market. By adopting and maintaining employee training logs, organizations can not only meet compliance requirements but also enhance workforce performance, foster engagement, and drive long-term
success. This tool is a cornerstone of strategic workforce development in any modern business. Harnessing the potential of an employee training log template is like using a powerful, versatile tool—it requires understanding its key elements and how they can be customized to meet your organization's unique needs. By incorporating these components
effectively, you can ensure streamlined training management and meaningful outcomes for your workforce. An effective training log template can be likened to a well-structured recipe. It contains all the necessary details: Includes the employee's
name, position, department, and unique identifiers like an employee ID. This acts as a basic identifier, ensuring accurate tracking and alignment with HR records. Training program or course information: Documents the specific program, training module, or course undertaken. It outlines the scope, purpose, and relevance of the training to the
employee's role or company goals. Training dates and duration: Records the start and completion dates along with the training objectives and outcomes: Defines what the training aims to achieve and measures the results. Outcomes
could include acquired skills, certifications earned, or performance improvements, offering a tangible measure of success. Trainer or training provider information, and feedback ratings. This validates the quality and credibility of
the training source. Each of these elements offers a comprehensive view of an employee's training journey, providing valuable data for assessing progress, identifying skill gaps, and planning future development. While a single template can serve as a great foundation, organizations should adapt it to meet their unique training needs. Customization
ensures the log remains relevant and effective for specific industries, roles, and goals. Add role-specific fields: Include additional fields for specialized training, such as compliance certifications, while a tech company might focus on coding
proficiencies. Incorporate progress tracking: Add sections to monitor milestones within training programs, such as completed modules or achieved learning outcomes. This provides a clearer picture of where an employee stands in their development. Align with strategic objectives: Modify the template to align with broader organizational goals, like
meeting compliance regulations, enhancing employee retention, or preparing for industry certifications. Leverage technology: Integrate the template with training management systems or Learning Management systems (LMS) to automate data entry, generate reports, and set reminders for renewals or upcoming training management systems or Learning Management systems or Learnin
Make the template available in various formats—digital, cloud-based, or printed—to suit the organization's needs and ensure easy access for relevant stakeholders. Customizing your training log template transforms it from a standardized document into a strategic tool that streamlines employee development and supports workforce growth. By tailoring
the training log template to your organization's unique requirements, you ensure it becomes an invaluable resource for tracking training log template is straightforward but requires consistency and attention to detail. This tool can
simplify the training management process, ensuring employees' development aligns with organization's unique training log template Begin by customizing the template are included, such as: Employee details: Name, position, department, and
identification number for easy tracking. Training specifics: Course titles, training topics, and objectives. Dates and timelines: Start and completion dates, along with the total duration of the training, ensuring transparency and accountability. Customizing the log ensures that it
captures relevant data for monitoring progress and compliance. 2. Record training activities in real-timeAfter each training outcomes: Assessments or certifications earned, and feedback on performance.
Attendance records: Confirm the employee's participation to ensure proper accountability. Timely recording reduces the risk of errors or omissions and ensures the log remains an accurate reflection of employee progress. 3. Review and analyze training data regularly Periodic reviews of the training log can help managers and HR teams: Assess
whether employees are meeting their training goals. Identify gaps in training that may require additional resources or sessions. Evaluate the effectiveness of training programs and make adjustments if needed. For example, if an employee's log shows recurring challenges in specific skill areas, targeted training can be introduced to address these
gaps. To fully understand the practical application of an employee training log, let's explore some real-world examples and best practices that highlight its versatility and effectiveness. The onboarding experience and serves as a
record of the training's impact. Key elements include: Program details: Record sessions such as company culture overviews, workplace policies, and role-specific training. Trainer feedback: Capture trainer observations on the employee's engagement, participation, and understanding during sessions. Employee impressions: Document the new hire's
feedback on their orientation experience, highlighting areas of clarity or confusion. Example Employee NameOrientation DateSession AttendedTrainer FeedbackEmployee ImpressionsJohn DoeYYYY-DD-MMRole-Specific Workflow TrainingAsked
thoughtful questions Excited about learning resources This log acts as a roadmap for evaluating the success of the onboarding program and identifying areas for improvement to enhance new hire satisfaction. A skills-focused training log is ideal for tracking employee progress in acquiring new competencies or certifications. It helps ensure employees
meet professional development goals while providing management with actionable insights. Key fields include: Course details: Record the name, focus area, and objectives of the training program. Training outcomes: Note certifications earned or skills mastered, along with post-training assessments. Duration and provider: Track the time invested and
identify the trainer or institution responsible for the program. Employee NameCourse NameGertification EarnedJohn DoeAdvanced Project Management Project Management CertifiedUsing such a log ensures a clear view of employee skill
development while facilitating informed decision-making about future training logsMaintaining and utilizing training logsMaintaining and utilizing training details immediately after sessions to ensure accuracy and avoid missing
critical information. Employee engagement: Encourage employees to review and provide feedback on their training logs, fostering accountability and continuous learning. Periodic reviews: Regularly analyze logs to identify trends, skill gaps, or areas requiring additional focus. Custom templates: Adapt log formats to suit the unique requirements of
different training programs or roles within your organization. By implementing these examples and best practices, organizations can create a comprehensive and actionable system to track employee development and drive continuous improvement. In today's fast-paced digital landscape, technology has transformed how businesses manage employee
training. The era of manual, paper-based tracking is being replaced by digital solutions that simplify processes, improve accuracy, and drive efficiency. Digital tools for training management bring numerous advantages, making it easier for organizations to monitor, analyze, and optimize employee training programs. Key benefits include: Automation:
Digital platforms automate routine tasks such as sending reminders for upcoming sessions, recording attendance, and updated instantly, ensuring that records are always accurate and up-to-date. Analytics and reporting: Advanced tools
provide detailed insights into training effectiveness, completion rates, and areas for improvement, empowering organizations to make data-driven decisions. Centralized access: Cloud-based systems ensure that training records are easily accessible from anywhere, fostering collaboration and streamlining management for remote or hybrid
teams. Example Tools: Platforms like Thinkific Plus offer customizable training management solutions, allowing businesses to create, deliver, and track employee development programs efficiently. With training sensitive information such as employee development programs efficiently. With training sensitive information such as employee development programs efficiently.
considerations include: Access control: Limit access to training logs based on roles and responsibilities, ensuring that only authorized access or breaches. This includes both cloud-based platforms and local servers. Regular
audits: Conduct periodic security audits to ensure compliance with data protection standards and identify any vulnerabilities. Backup protocols: Implement regular backup systems to safeguard training records against data loss due to technical failures or cyberattacks. By leveraging technology, organizations can transform their approach to employee
training management. Digital training logs not only enhance operational efficiency but also ensure a more structured and secure way to track employee development, enabling businesses to focus on fostering growth and achieving their strategic goals. In today's business environment, compliance extends beyond merely adhering to regulations—it's
about demonstrating a clear commitment to meeting standards. Employee training logs play a crucial role in this process, providing the documentation needed to verify compliance and safeguard the organization from potential risks. Accurately maintained training logs act as tangible evidence that employees have completed required training
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programs. These records: Ensure regulatory adherence: Logs verify that employees have received training mandated by industry or governmental regulations, from safety protocols to diversity and inclusion programs. Support audit readiness: During audits, training logs serve as clear, structured documentation, proving the organization's compliance

with applicable standards. Protect against penalties: Well-maintained records help organizations avoid fines, legal challenges, and reputational damage resulting from non-compliance. For example, in highly regulated industries such as healthcare, finance, or manufacturing, training logs are critical to demonstrating adherence to strict operational and safety requirements. Beyond proving compliance, training logs also enable organizations to monitor employee development and identify areas where training may fall short. Key benefits include: Gap analysis: Logs help HR teams and managers identify which employees or departments may require additional training to meet evolving standards. Proactive solutions: By catching gaps early, organizations can implement corrective measures before compliance and
standards. Proactive solutions: By catching gaps early, organizations can implement corrective measures before compliance issues arise. Enhanced accountability: Regular reviews of training logs in ensuring compliance and
supporting reporting, organizations should consider the following best practices: Standardized record-keeping: Use a consistent format for all training logs, ensuring that information is complete, organized, and easy to review. Automated tracking: Leverage training management software to automate data collection and updates, reducing the risk of
errors or omissions. Routine audits: Conduct internal reviews of training logs regularly to ensure accuracy and identify potential compliance risks. Secure storage: Protect training records with encrypted systems and access controls, ensuring confidentiality and compliance with data privacy laws. Comprehensive reporting: Generate reports that
summarize compliance metrics, training completion rates, and identified gaps to support strategic planning and decision-making. Accurate and up-to-date training logs are not just a regulatory requirement—they are a strategic tool for maintaining organizational integrity and fostering a culture of accountability. By using training logs effectively,
businesses can demonstrate their commitment to compliance while ensuring employees are equipped with the knowledge and skills they need to succeed. An employee training log template is more than just a tool—it's a cornerstone of effective workforce development. By centralizing training records, ensuring compliance, and tracking skill
development, it empowers organizations to create a well-trained, high-performing team. Implementing a structured and customizable training processes, identify skill gaps, and ensure that employees are equipped to meet evolving demands. The result? A confident, capable workforce that
drives organizational success. Streamline employee development while enhancing engagement and performance. Platforms like Thinkific Plus make it simple to build and deliver tailored training programs for your workforce. With powerful tools for content creation, learner engagement, and analytics to track progress, you can foster growth and
empower your team to achieve more. Get in touch with our team to begin transforming logs? Training logs? Traini
included in an employee training log? Include employee details, course specifics, training dates, objectives, outcomes, and trainer information. Can the employee training log? Include the customized for different types of training programs? Yes, templates can be tailored to track specific training needs and organizational requirements. How often should
training activities be recorded in the log? Record training activities immediately after completion for accuracy and timeliness. Are there any digital tools available for managing employee training logs? Yes, tools like training management software offer automated tracking, reminders, and detailed reporting. How can employee training logs help
organizations ensure regulatory compliance? Training logs provide documented proof of compliance and support audits by showcasing completed training. This was originally written on August 2023. Expanded on January 2025 for relevancy. Author Daniela Ochoa is the go-to Content Marketing Specialist at Thinkific Plus. With years of
experience in marketing and communications, she is passionate about helping businesses grow through strategic customer education, content marketing, and online learning at scale. Get insights from successful experts on driving revenue with online courses, digital products, and communities. Subscribe now for free. Thanks for subscribing! You'll
receive our next newsletter in your inbox. A learning management system (LMS) is a luxury not every organization can afford. Yet maintaining accurate employee training logs is invaluable to your team's growth and development plans. If you're seeking a low-cost alternative, a simple solution is just a few clicks away within Excel's robust library of
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most Microsoft templates, it opens with sample data. Use the examples as a guide for inputting your own employee and course details. Notice the template has three tabs: Training Log This to sheet is your high-level snapshot of your training efforts. Filters are in place to help you manipulate your records as needed. Course List No surprise here.
This is where you'll input all of the courses, seminars, etc. your organization (or outside sources) provide. Personnel Info Also of little surprise, your employee records are entered and updated here. Wouldn't it be great if everything in business was so self-explanatory? You can navigate between sheets with the tabs below the work area, as any Excel
pro user knows, by clicking them. These same tab labels are displayed in column A. You can opt to click there to move between tabs. Let's get logging! Now we can add some new data. For this exercise, we'll assume you've identified a need for basic Excel training - like KnowledgeWave's Getting Started with Microsoft Excel. Together, let's add the
course and add a new employee, Karen Mead, to the log. She'll be one of the first employees to take the course List tab. Next, click in an open field under the Title column. Proceed to enter the course List tab. Next, click in an open field under the N
vendor), a description of the class, and the course duration. Add a new employee record With the same ease as entering a new course, simply click the Personnel Info tab. Next, click in an open field under the Name column. Proceed to enter the employee's name, department, and title. We'll assume Karen aced the class and is well on her way to becoming an Excel guru. We can move to the Training Log tab and record her completion of the course, simply click the Personnel Info tab. Next, click in an open field under the Name column. Proceed to enter the employee's name, department, and title. We'll assume Karen aced the class and is well on her way to becoming an Excel guru. We can move to the Training Log tab and record her completion of the course, simply click the Personnel Info tab. Next, click in an open field under the Name column. Proceed to enter the employee's name, department, and title. We'll assume Karen aced the class and is well on her way to becoming an Excel guru. We can move to the Training Log tab and record her course, simply click the Personnel Info tab. Next, click in an open field under the Name column. Proceed to enter the employee's name, department, and title. We'll assume Karen aced the class and is well on her way to
The same is true for the Excel class you added earlier. Find Getting Started with Excel in the drop down menu. The Instructor field automatically populates based on the record you entered previously. Then, all that's left to do is select if the course was taken, Karen's performance outcome, and any comments you wish to add. Notice, too, that you can
use this tab to log future trainings not yet completed. You might also like Slice through the records quickly As the log grows, you'll want an easy way to sift through the data. Excel's training log comes equipped with slicers to make quick work of data mining. As is, the template provides filters for employee name, course name, instructor, and
completion status with just a few clicks. Choose to slice your data with the filters above the logging area or by clicking the filter buttons next to each entry field's title. At any time, you'll have immediate feedback on who's done what training and what's left for him/her to do. Consider SharePoint as an alternative Down the road, your organization may
outgrow the Excel template and seek another LMS solution. Some businesses who use Office 365 are relying on SharePoint and some added automation to meet their needs. In her article for eLearning Industry, Amber Rasmussen cites SharePoint's collaborative content management and training project management as just a few of the features that
make it an effective LMS solution right out of the box. At KnowledgeWave, we've helped businesses make this transition. If you reach a point where a more technical LMS solution – like SharePoint – is needed, we'd love to talk to you about how we might assist. Call 1-800-831-8449 or email info@knowledgewave.com to discuss SharePoint services.
Excel's training log is merely a single offering from a lengthy list of solutions available directly from Microsoft. For budget-minded companies with a little Excel know-how, it can be a perfect starting place when a full-fledged LMS is out of reach. With it, you'll have accurate records of your organization's ongoing training and development efforts. A
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employee training? Look no further than this article. Today, we'll teach you how to create a training tracker in Excel. This way, you can easily monitor employee progress. Read on as we cover the following: What Is a Training Tracker in Excel? Steps on How to Create a Training Tracker in Excel Simple Sheets Employee Training Tracker Excel
Template Final Thoughts on How to Create a Training Tracker in Excel Frequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How to Create a Training Tracker in Excel Prequently Asked Questions on How
employee records related to training courses. You can use it to document training hours, dates, job titles, and facilitators, among other details. Moreover, an employee training completion, monitor progress, and generate reports for analysis and decision-making purposes. Steps on How to
Create a Training Tracker in Excel You can efficiently record and manage important employee training data using Excel. Here are the steps to create a training course column. Click the allow drop-down and choose List from the options. Type your data
validation source and click the OK button. Excel will insert a drop-down menu under the status column. Go to the Insert tab, select your range of data, and click Table. In the create table dialog box, click the OK button. Apply the same method for the remaining empty cells in the training count column but change their criteria. After completing the
training tracker, you may also add charts to include more context to the training tracker. Simple Sheets Employee Training program. If you
find this template helpful, explore our other HR Excel templates, such as Employee Performance Appraisal, HR Metrics Dashboard, and Organizations. Moreover, using Excel to track progress can boost your program's effectiveness. Visit Simple Sheets for more easy-to-
follow guides and examples, and read this blog post's related templates section. For the most straightforward Excel video tutorials, subscribe to Simple Sheets on Youtube! Frequently Asked Questions on How to Create a training tracker in Excel. Is the learning management system similar to a training tracker? An LMS has more features and does
some things automatically, but a training tracker makes it easier to keep track of training activities. How can I protect the training tracker from accidental changes, do the following steps below: Go to the Preview tab. Click Protect Sheets or Protect Workbook options. Set a password or
permission so only certain people can make changes. How can I highlight the employees who completed training automatically? By using conditional formatting, it is possible to highlight training that has been completed automatically based on the completed automatically based on the completed remaining that has been completed automatically? By using conditional formatting, it is possible to highlight training that has been completed automatically? By using conditional formatting, it is possible to highlight training that has been completed automatically?
Dashboard Template Accounts Payable Template We hate SPAM. We will never sell your information, for any reason. A learning management system (LMS) is a luxury not every organization can afford. Yet maintaining accurate employee training logs is invaluable to your team's growth and development plans. If you're seeking a low-cost alternative, a
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Excel's training log template: Update Nov 2017: This template is no longer available in the template library. Here's a copy if you wish to download it. Easy to follow, easy to use Right out of the box, this training log template should cover most of your logging needs. Inputs for employee data and training courses are paired with intelligent filters,
allowing you to organize information quickly and logically. As is the case with most Microsoft templates, it opens with sample data. Use the examples as a guide for inputting your own employee and course details. Notice the template has three tabs: Training Log This top sheet is your high-level snapshot of your training efforts. Filters are in place to
help you manipulate your records as needed. Course List No surprise here. This is where you'll input all of the courses, seminars, etc. your organization (or outside sources) provide. Personnel Info Also of little surprise, your employee records are entered and updated here. Wouldn't it be great if everything in business was so self-explanatory? You can
navigate between sheets with the tabs below the work area, as any Excel pro user knows, by clicking them. These same tab labels are displayed in column A. You can opt to click there to move between tabs. Let's get logging! Now we can add some new data. For this exercise, we'll assume you've identified a need for basic Excel training - like
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KnowledgeWave's Getting Started with Microsoft Excel. Together, let's add the course and add a new employee, Karen Mead, to the log. She'll be one of the first employees to take the course List tab. Next, click in an open field under the Title column. Proceed to enter the course name Getting Started with Microsoft
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