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| EMPLOYEE TRAINING RECORD | 2258_ox_brand_blue_pos_rect |

**Employee Name**: **Job Title**:

**Department**:

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| **Date** | **Type of Training**  **(Internal/External/**  **SOP/Other)** | **Training Description** | **What I learnt** | **Trainer Name**  **(if applicable)** | **Trainer Signature**  **(if applicable)** |
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**Training review date:**

**Employee Signature:** **Manager Signature:**