**Group training record**

Use this form to record training for a group of your workers. Note that you may choose to record the session on each worker’s individual training record.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of session:** | **Topic and key points of session:** | **How was competency assessed?**  | **Who delivered the session:** | **Who attended the session:** | **Signature of attendees:** |
|  |  | *For example: Asked questions during training, observed completing task, written assessment (attach copy)* |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |