Personnel Training Record System

<u>Employee's Particulars</u>

Employee's Name   :   _____

Department   :   _____

Date Joined (dd/mm/yy)   :   _____

Designation   :   _____

<u>Company Standard Training Courses</u>

S/No.	Course Title	Orgniser	Date	Hours	Amount

<u>Other Courses Attended</u>

S/No.	Course Title	Orgniser	Date	Hours	Amount