# Group Training Record

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| Training Name/Topic: | Training Date(s): |
| Training Description/Details: | Trainer Name(s): |

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| **Training Attendee Names** | **Department** | **Employee Initial** | **Trainer Initial** |
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\*Note: Attach any additional training materials to the training log to provide more information on what was covered during the training (i.e. slide decks, participant handouts, training videos, etc.)