

Training Record for Workers

Employee Information

Name: Emily Torres

Position: Assembly Line Worker

Department: Manufacturing

Training Date

Date: January 10, 2025

Training Provider

Provider: Efficient Manufacturing Solutions

Training Session Title

Title: Safety and Efficiency in Manufacturing

Objectives of Training

Goals: The training aimed to enhance safety awareness and improve operational efficiency on the manufacturing floor. It focused on teaching proper handling techniques, the use of personal protective equipment, and emergency response procedures.

Skills Acquired

Details: Emily learned critical safety protocols for working with heavy machinery and hazardous materials. She was trained in ergonomic lifting techniques, effective use of safety gear, and swift response strategies for potential accidents or emergencies.

Duration of Training

Duration: The session was conducted over two days, providing a comprehensive 16 hours of theoretical knowledge and hands-on practice.

Assessment Results

Performance: Emily demonstrated a strong grasp of safety protocols and improved her ability to operate machinery with greater precision and awareness. Her performance in the post-training assessment showed a clear improvement in following safety guidelines and executing tasks efficiently.

Comments/Feedback

Feedback: Emily expressed that the training was highly beneficial, particularly the practical sessions that allowed her to apply what she had learned in a controlled, supervised environment. She suggested more frequent refresher courses to keep these critical skills sharp and up-to-date.