Training Requirements for Each Employee Report

Prepared by:
Date

ABC Corp
BNH Director
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Identifies Training Courses/Activities that each employee is required to complete - including Media, Length & if it has been completed.

Fred Jones

Course Title	Reference Code	Group	Delivery Media	Length	Completed
Leadership: Decisiveness Advanced	L02	Knowledge	ILT	4	-
Leadership: Developing Others	L03	Knowledge	ILT	8	-
General: Change Management Advanced	G04	Knowledge	ILT	4	-
Leadership: Team Building Advanced	L08	Knowledge	ILT	4	-
Leadership: Decisiveness Intro	L01	Knowledge	CBT	4	-
Total				**24**	

John Smith

Course Title	Reference Code	Group	Delivery Media	Length	Completed
Leadership: Leveraging Diversity Intro	L05	Knowledge	CBT	4	-
Leadership: Developing Others	L03	Knowledge	ILT	8	Yes
General: Change Management Intro	G03	Knowledge	ILT	4	-
Leadership: Decisiveness Intro	L01	Knowledge	CBT	4	No
Leadership: Influencing/Negotiating	L04	Knowledge	ILT	8	No
General: Accountability Intro	G01	Knowledge	Webex	4	-
General: Communication Intro	G05	Knowledge	Webex	4	-
Total				**36**	

Mary White

Course Title	Reference Code	Group	Delivery Media	Length	Completed
Leadership: Leveraging Diversity Intro	L05	Knowledge	CBT	4	-
Leadership: Team Building Intro	L07	Knowledge	Webex	4	-
General: Accountability Intro	G01	Knowledge	Webex	4	-
General: Communication Intro	G05	Knowledge	Webex	4	-
Total				**16**	

Theresa Black

Course Title	Reference Code	Group	Delivery Media	Length	Completed
Leadership: Decisiveness Advanced	L02	Knowledge	ILT	4	-
General: Accountability Advanced	G02	Knowledge	ILT	4	-
General: Communication Advanced	G06	Knowledge	ILT	4	-
Leadership: Influencing/Negotiating	L04	Knowledge	ILT	8	-
Total				**20**	

Frank Denis

Course Title	Reference Code	Group	Delivery Media	Length	Completed
Leadership: Leveraging Diversity Advanced	L06	Knowledge	ILT	4	-
Total				**4**	