beef+lamb new zealand — **BY FARMERS. FOR FARMERS**

EMPLOYEE TRAINING REGISTER

EMPLOYEE NAME:

FARM NAME:

- Initially assess new employee, if new to the task fill out the "in training" section and ensure they are supervised.

- If after initial assessment it is clear the new employee is experienced, fill out the "trained" section and they may work unsupervised.

- Once "in training" employees are assessed as competent they become "trained" and can work unsupervised.

- Employees that are very competent and good at teaching others the job can be marked as "able to train others".

- Ensure employee and their manager both sign and initial the form to show that they have reached that training level.

- Keep these sheets as training records.

TASK DESCRIPTION	IN TRAINING (DATE AND INITIALS)	TRAINED (DATE AND INITIALS)	ABLE TO TRAIN OTHERS (DATE AND INITIALS)	EMPLOYEE SIGNATURE	MANAGER SIGNATURE
	Date:	Date:	Date:		
	Employee int.	Employee int.	Employee int.		
	Manager int.	Manager int.	Manager int.		
	Date:	Date:	Date:		
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