

## Appendix 2 – Training Record

Training Name:												Date:					
Names of trainees	Test Results:		Performance Monitoring														
	Passed	Failed	1 month				3 months				12 months				Average score		
			NI	I	SI	Average score	NI	I	SI	Average score	NI	I	SI	Average score			
<b>Total:</b>																	
<b>Effectiveness [%]:</b>																	

**Legend:**

- X** in "Passed" box - Trainee passed the final test
- X** in "Failed" box - Trainee failed the test
- /** - The training didn't have final test
- NI** - "No improvement," trainee didn't show improvement in area covered by training
- I** - "Improvement," trainee had shown improvement in area covered by training
- SI** - "Significant improvement," trainee had shown significant improvement in area covered by training

[organization name]

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[job title]

[name]

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[signature]