

Departmental Compliance Training Tracking Sheet

Department: _____

Manager/Supervisor: _____

Period Covered: _____ to _____

Date Updated: _____

#	Employee Name	Role/Title	Training Course	Required (Y/N)	Date Assigned	Date Completed	Status	Signature
1	Jane Doe	Analyst	Data Privacy Basics	Y	2024-04-01	2024-04-10	Completed	
2	John Smith	Technician	Workplace Safety	Y	2024-04-01		Pending	
3	Samantha Lee	Supervisor	Anti-Harassment	Y	2024-04-02	2024-04-11	Completed	
4	Raj Patel	Intern	Code of Conduct	N	-	-	N/A	

Important Notes:

- This document should be updated regularly to ensure accuracy and compliance.
- Store completed sheets securely for audit and reference purposes.
- All mandatory trainings must be tracked and properly signed-off by employees.
- Review the tracking sheet during departmental audits or compliance reviews.
- Non-compliance should be flagged for corrective actions.