

# Individual Compliance Training Progress Summary

Prepared for Internal Audit & Monitoring

**Name:** Jane Doe  
**Employee ID:** 324578  
**Department:** Finance  
**Reporting Period:** January 1, 2024 to June 30, 2024  
**Manager:** John Smith

Training Module	Date Assigned	Date Completed	Status	Score
Code of Conduct	2024-01-10	2024-01-14	Completed	92%
Cybersecurity Awareness	2024-02-05	2024-02-08	Completed	88%
Anti-Money Laundering	2024-03-09	-	In Progress	-
Workplace Harassment Prevention	2024-05-11	-	Not Started	-

**Important Notes:**

- This summary provides a snapshot of individual compliance training progress.
- Completion status and scores are subject to verification by HR or Compliance Officer.
- Any incomplete or overdue trainings must be addressed promptly to ensure regulatory compliance.
- For detailed records, refer to the official Learning Management System.