

Digital Compliance Training Record Spreadsheet

Employee Name	Department	Training Module	Date Completed	Status	Trainer / Platform	Next Renewal Due
Jane Smith	Finance	Data Privacy & GDPR	2024-02-10	Completed	Online Portal	2025-02-10
Mark Lee	HR	Anti-Harassment	2024-03-20	Completed	Compliance360	2025-03-20
Sara Chen	IT	Cybersecurity Basics	2024-04-01	In Progress	Internal Trainer	2025-04-01
Liam Patel	Operations	Workplace Safety	2024-01-25	Completed	SafeTrain	2025-01-25
Emily Gomez	Sales	Code of Conduct	2024-03-05	Completed	Online Portal	2025-03-05

Important Notes

- Keep training records updated regularly to ensure compliance with company and legal standards.
- Digitally maintained records facilitate audit readiness and reporting.
- Include dates and responsible parties for accountability and scheduling renewals.
- Protect employee data privacy in line with relevant regulations when storing and sharing records.
- Review and verify completion status periodically for accuracy.