

HR Department Compliance Training Documentation

Training Session Details

Training Title	Workplace Harassment Prevention
Date Conducted	2024-05-15
Trainer/Facilitator	Jane Doe, HR Manager
Location/Platform	Conference Room B
Duration	2 hours
Summary of Content	Overview of harassment types, policy review, reporting channels, employee responsibilities, Q&A.

Participant List

#	Name	Department	Signature
1	John Smith	Accounting	
2	Susan Lee	Marketing	
3	Michael Brown	IT	

Assessment (if applicable)

Type of Assessment: Quiz (10 questions)

Passing Criteria: 8/10 correct

Results Summary: All participants passed

Trainer/Facilitator Signature

Date

Important Notes:

- Maintain this document as an official HR record of compliance training.
- Ensure all participants sign the attendance sheet after each session.
- Store training documentation securely for audit and legal purposes.
- Update content and formats as regulations and company policies evolve.