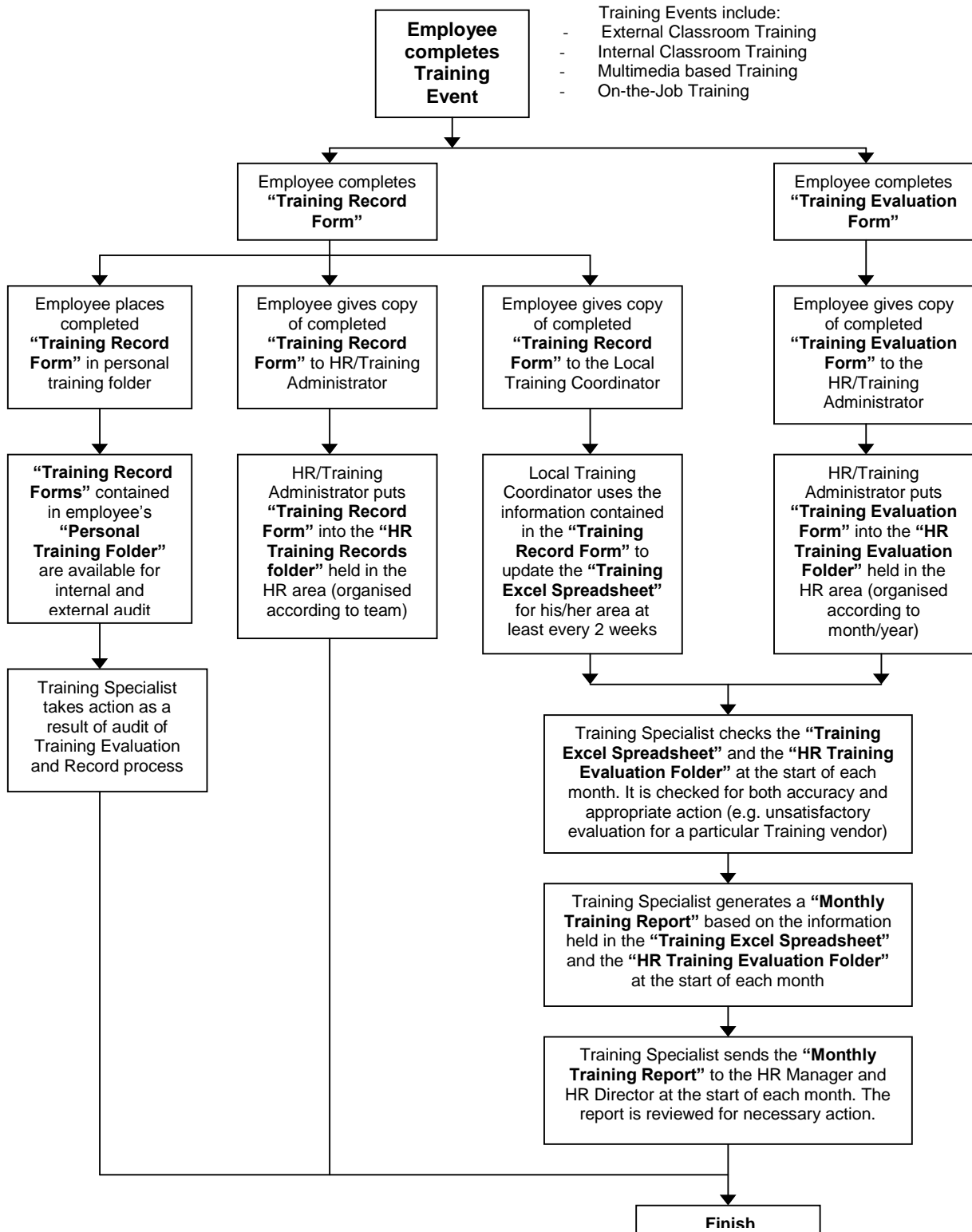


SOP Flowchart for the Training Evaluation and Records Process at xxx.



- Training Events include:
- External Classroom Training
 - Internal Classroom Training
 - Multimedia based Training
 - On-the-Job Training

References:	
"Training Record Form"	- Blank form can be found at: p:data/training/reclog.doc
"Training Evaluation Form"	- Blank form can be found at: p:data/training/???
"Personal Training Folder"	- Held by each individual employee
"HR Training Records Folder"	- Held by the HR/Training Administrator in the HR area
"Training Excel Spreadsheet"	- Can be found at: p:data/training/???
"HR Training Evaluation Folder"	- Held by the HR/Training Administrator in the HR area
"Monthly Training Reports"	- Blanks can be found at p:data/training/???, completed reports at p:data/training/???