Bilingual Training Record

Documentation of training translated verbally from primary training language (English) to employees’ native language by a primary or secondary trainer.

Date:________________

Training Subject:________________________________________________

Primary Trainer’s Name:_____________________________________

Translator Trainers Name:_____________________________________

Description of Training (in English):

________________________________________________________________

________________________________________________________________

(Attach Training Materials)

Description of Training (in second language being translated to) __________________

________________________________________________________________

________________________________________________________________

Employee sign in:

Print Name:___________________________ Sign Name:________________________

Print Name:___________________________ Sign Name:________________________

Print Name:___________________________ Sign Name:________________________

Print Name:___________________________ Sign Name:________________________

Print Name:___________________________ Sign Name:________________________

Print Name:___________________________ Sign Name:________________________

Print Name:___________________________ Sign Name:________________________

Print Name:___________________________ Sign Name:________________________