

# 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: \_\_\_\_\_