

Training Resume Form

Training Resume	Technician Name								
	Date	Venue Place/ On-Line	Length (Hours)	Trainer Name	Tech Rating 1-5 5 is Best	Investment/ Cost	Who Paid for Training	Who Paid for Food/Board	Re-Taught Segment of Class
Class Name - Subject - Title									

Create this form as a spreadsheet to help manage the training your technicians are receiving. They can also add all classes they've attended before working at your shop. You will see when a class needs to be repeated based on work quality, comebacks, or new technology you see in the bays. Training and technology are changing. No trainer has ever given the same class twice. There is always improvements to case studies and diagnostic methods every day.

When you see a new class being offered, you need to enter the title on this form and look for a venue for your technician to attend. You can total up the hours of training for the year to see if they are keeping with their company commitment or goals of training hours required.

Compliments of Carm Capriotto
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