**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Training Day** | **Training Date** | **Training Time** | **Training Focus** | **Trainer** | **Notes** | **Pass?** |
| 1 | Monday 6/27/22 | 7 a.m.  – 4 p.m. | Prep and Station Set Up | Elvira | Great start! Arrived on time & took notes | Pass |
| 2 | Wednesday 6/29/22 | 10 a.m.  – 6 p.m. | Prep and Station Set Up  Salad Station Observation | Elvira | Busy lunch, made all salads on menu, good job! | Pass |
| 3 | Thursday 6/30/22 | 7 a.m.  – 4 p.m. | Salad Station & Expo Observation | Jose/Marcus | Needs more practice to ensure speed & accuracy | Repeat |
| 4 | Sunday 7/3/22 | 6:30 a.m. – 4 p.m. | Bakery  Dessert Station Observation | John | Good first shift in bakery, keep training here | Pass |
| 5 | Monday 7/4/22 | 7 a.m.  – 4 p.m. | Prep and Station Set Up  Salad Station  Work station w/Trainer | Jose | Slower shift, good recipe knowledge | Pass |
| 6 | Wednesday 7/6/22 | 10 a.m.  – 6 p.m. | Prep and Station Set Up  Salad Station  Work station w/Trainer | Elvira | Needs more practice – We want to be fast and efficient | Repeat |
| 7 | Sunday 7/10/22 | 6:30 a.m. – 4 p.m. | Prep and Station Set Up  Salad Station  Trainer observes only | John | Ready to work the station solo | Pass |

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Training Day** | **Training Date** | **Training Time** | **Training Focus** | **Trainer** | **Notes** | **Pass?** |
| 1 | Monday 6/27/22 | 7 a.m.  – 4 p.m. | Prep and Station Set Up | Elvira | Good first shift | Pass |
| 2 | Wednesday 6/29/22 | 10 a.m.  – 6 p.m. | Prep and Station Set Up  Salad Station Observation | Elvira | Needs more work on knife skills and speed | Repeat |
| 3 | Thursday 6/30/22 | 7 a.m.  – 4 p.m. | Salad Station & Expo Observation | Jose/Marcus | Improving! | Pass |
| 4 | Sunday 7/3/22 | 6:30 a.m. – 4 p.m. | Bakery  Dessert Station Observation | John | Good shift in bakery, continue to train here | Pass |
| 5 | Monday 7/4/22 | 7 a.m.  – 4 p.m. | Prep and Station Set Up  Salad Station  Work station w Trainer | Jose | Great feedback, keep practicing moving efficiently through station | Pass |
| 6 | Wednesday 7/6/22 | 10 a.m.  – 6 p.m. | Prep and Station Set Up  Salad Station  Work station w Trainer | Elvira | Great! | Pass |
| 7 | Sunday 7/10/22 | 6:30 a.m. – 4 p.m. | Prep and Station Set Up  Salad Station  Trainer observes only | John | Needs one more shift with a trainer before flying solo | Repeat |