

Date.....

Local Employee Training Report Form

1. Company Name.....
2. Company Address
City..... Woreda..... Phone no.....
3. Name of Expat..... Sex.....
4. Position.....
5. Education Background.....
6. Type of Training.....
7. Starting date of training..... End date of the training.....
8. Trainees Detail
 - I. Name Sex.....
City..... Woreda..... Phone number.....
Position.....
Progress of the trainee in % Signature.....
 - II. Name Sex.....
City..... Woreda..... Phone number.....
Position.....
Progress of the trainee in % Signature.....
 - III. Name Sex.....
City..... Woreda..... Phone number.....
Position.....
Progress of the trainee in % Signature.....
9. The time to hand over the position for the local Personnel
10. Is there any trainee get a promotion during after the training?

Yes

No

11. If No State the reason?

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Signature

General Manager