

HR Compliance Training Checklist

Employee Name: _____

Department: _____

Position: _____

Trainer: _____

Training Date: ____ / ____ / ____

Training Topics

Training Topic	Completed	Date/Initials
Workplace Code of Conduct	<input type="checkbox"/>	
Anti-Harassment & Anti-Discrimination	<input type="checkbox"/>	
Equal Employment Opportunity (EEO)	<input type="checkbox"/>	
Workplace Safety (OSHA)	<input type="checkbox"/>	
Data Protection & Privacy	<input type="checkbox"/>	
Attendance & Leave Policies	<input type="checkbox"/>	
Sexual Harassment Prevention	<input type="checkbox"/>	
Disciplinary Actions	<input type="checkbox"/>	
Diversity, Equity & Inclusion	<input type="checkbox"/>	
Other: _____	<input type="checkbox"/>	

Notes

Add any notes, comments, or follow-up actions...

Employee Signature: _____ Date: ____ / ____ / ____

Trainer Signature: _____ Date: ____ / ____ / ____