

Technical Skills Training Checklist Template

Employee Name:

Position/Role:

Trainer Name:

Date:

Checklist

Skill/Topic	Description	Completed	Comments
E.g., Software Installation	Install and configure software	<input type="checkbox"/>	<input type="text"/>
E.g., Network Setup	Configure network settings	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Additional Notes:

Trainer Signature:

Date:

Employee Signature:
