



## Initial Training Checklist Acknowledgement

Hello trainer and trainee! To the trainer, thank you for training our new recruits and making our store better every day. To the trainee, we are excited to have you as a part of our team. We strive for a positive work environment for all team members and we hope that your experience with us is a great one.

### **Purpose:**

This checklist documents new trainee progress through their first 5 days. After each training day has passed, the trainer will sign off on trainee progress and by signing below, they acknowledge that the trainee is proficient in the area that they have learned.

Trainee Name: \_\_\_\_\_

First Day Date: \_\_\_\_\_

### **Agreement:**

*TRAINEE:* By signing this document below, you as the trainee agree that you have sufficiently been trained in the area and you are ready to move on to the next stage. If you are not ready, please notify a trainer and let them know that you need more training.

*TRAINER:* By signing this document below, you as the trainer agree that the trainee has been sufficiently been trained in their area and is ready to move on to the next stage.

Day	Trainee Signature	Trainer Signature
1		
2		
3		
4		
5		