**Week of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Manager Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Staff Member Trained** | **Training Topic** | **Date** | **Time** | **Notes** |
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**Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_