

# Employee Training Review

Name \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_

## EMPLOYEE SECTION

1. Have you completed all courses assigned to you from last review on Bridge?  
 YES      NO                      If No, why?
  
2. List any optional courses out of the learning library you've completed since last review.
  
3. What are some potential trainings or learning areas that would benefit your personal development at Powerhouse? See below for some ideas. *(Be as specific as needed, for example: "pivot tables in Excel")*

Employee Signature \_\_\_\_\_

## SUPERVISOR SECTION

1. You have been provided the employee's summary of training for this review period. Discuss the effectiveness of the training and any overdue courses with employee.
  
2. Based on employee's answer to question 3 and your assessment of employee, what specific courses should be assigned to the employee to complete over the next 6 months? Reference attached list of courses. Goal is around 5 hours (300 minutes) per 6 months.


Supervisor Signature \_\_\_\_\_

<h2>Professional</h2>	<h2>Software</h2>	<h2>Industry</h2>	<h2>Powerhouse</h2>
<ul style="list-style-type: none"> <li>• Attitude</li> <li>• Communication</li> <li>• Customer Service</li> <li>• Goals</li> <li>• Leadership</li> <li>• Problem Solving</li> <li>• Productivity</li> <li>• Stress Mgmt</li> <li>• Teamwork</li> <li>• Time Mgmt</li> </ul>	<ul style="list-style-type: none"> <li>• Acrobat</li> <li>• AutoCad</li> <li>• Excel</li> <li>• Outlook</li> <li>• PowerPoint</li> <li>• Project</li> <li>• Word</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Building Trades</li> <li>• Equipment Certification</li> <li>• PMP Certification</li> <li>• Project Mgmt</li> <li>• Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Concur</li> <li>• CMS</li> <li>• Docusign / GoFormz</li> <li>• GP</li> <li>• Infinity</li> <li>• Policies / Procedures</li> <li>• TimeKeeping</li> </ul>