

Training Record Form

No. : 20251216PP02

Training Subjects	Updated SOP Training		
Training Objectives	Ensure understanding of updated working procedures and responsibilities		
Evaluation Methods	<input type="checkbox"/> Written Examinations <input type="checkbox"/> Job Practice Evaluation	<input checked="" type="checkbox"/> Oral Q&A <input type="checkbox"/> Others :	
Time of Training	Dec-15-2025	Duration	2:00 PM - 2:20 PM PST
Lecturer	Pham Phuoc	Place of Training	On-Site

Sign-in Detail

Employee No.	Name	Department		Employee No.	Name	Department
11963		PR				
11964		PR				
11965		QA				

Assessment Conclusion :

3 participants attended in this training; 3 participants passed the evaluation assessment.

Recorded by/Date : Dec-15-2025

Employee Training Record

List each Document Separately