

Standard Operating Procedure (SOP): Employee Training and Acknowledgment Tracking

This SOP details the process for **employee training and acknowledgment tracking**, including the scheduling and delivery of training sessions, documentation of employee participation, methods for assessing understanding, and procedures for obtaining and recording employee acknowledgments. The goal is to ensure all employees are properly trained, that their knowledge is verified, and that there is a clear record of compliance with training requirements for organizational accountability and regulatory purposes.

1. Purpose

To define the standardized process for tracking employee training, verifying understanding, and documenting employee acknowledgment to meet compliance and regulatory requirements.

2. Scope

This SOP applies to all employees and contractors who require organizational training.

3. Definitions

- **Training Session:** An event where employees receive information or instruction on required topics.
- **Acknowledgment:** Confirmation, in written or electronic form, that an employee has received and understood the training.
- **LMS:** Learning Management System used for creating, delivering, and tracking training courses.

4. Procedure

1. **Training Needs Analysis**
 - Identify mandatory and role-specific training requirements.
 - Maintain an updated training matrix.
2. **Training Scheduling and Delivery**
 - Schedule sessions (in-person, virtual, or e-learning) according to operational needs.
 - Notify employees of upcoming training via email or LMS notifications.
 - Provide training materials ahead of the session whenever possible.
3. **Participation Documentation**
 - Record attendance via sign-in sheet (physical or digital) or LMS tracking.
 - Enter participation data within 2 business days of training delivery.
4. **Assessment of Understanding**
 - Administer quizzes, written tests, or practical demonstrations as appropriate.
 - Set pass/fail criteria; document results in the LMS or other tracking systems.
5. **Employee Acknowledgment**
 - Provide acknowledgment forms (paper or electronic) after successful completion and understanding of training.
 - Ensure forms are signed/acknowledged and dated by employees.
 - Collect and securely file acknowledged documents.
6. **Record Keeping**
 - Maintain training and acknowledgment records for at least the period required by law or organizational policy (e.g., 3-7 years).
 - Store records in secure, retrievable formats (LMS, electronic folders, or physical binders if required).
7. **Review and Reporting**
 - Periodic review (at least quarterly) of training compliance reports by the HR or Compliance team.
 - Report gaps in training or acknowledgments to relevant supervisors for follow-up.

5. Roles and Responsibilities

Role	Responsibility
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HR/Training Coordinator	Identify training needs, schedule sessions, maintain records, and ensure compliance.
Supervisors/Managers	Ensure employees attend scheduled training and complete acknowledgment.
Employees	Attend required training, participate in assessments, and sign acknowledgments as required.
Compliance Department	Periodically audit compliance with this SOP and recommend improvements.

6. Forms and Records

- Training attendance sign-in sheets/logs
- Electronic LMS training reports
- Assessment/quiz results
- Employee acknowledgment forms

7. References

- Company Training Policy
- Applicable regulatory and legal requirements

8. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial SOP Release	HR Department