**人员培训记录表**

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| --- | --- | --- | --- | --- | --- |
| 培训负责人 |  | | 报告日期 | |  |
| 培训机构名称： |  | | | | |
| 培训费用： |  | | | | |
| 培训教师： | | 电话： | | 电子邮件： | |
| 课程名称 | | 培训地点 | | 授课时间 | |
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| 合计培训天数（天） | |  | | | |
| 参加培训人员 | |  | | | |
| 培训效果 | |  | | | |
| 相关培训资料清单 | |  | | | |
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| 备注 | |  | | | |