# Staff member (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Work Task | #1 | Date completed | #2 | Date completed | #3 | Date completed | #4 | Date completed | #5 | Date completed |
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Refer to Training Matrix, place a ✓ in the # box when the relevant training is completed. Enter the date that the training was completed.