

## MONTHLY DEPARTMENTAL TRAINING REPORT

DEPARTMENT    FRONT OFFICE						
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants × Number of training Hours)
	NOMINATED TO ATTEND	ACTUAL ATTENDANCE				
(Example ) 14/05/2013	7	7	Ecotel	Siddhi	2	14
DEPARTMENT    HOUSEKEEPING						
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants × Number of training Hours)
	NOMINATED TO ATTEND	ACTUAL ATTENDANCE				
(Example )			No training			
DEPARTMENT    F&B SERVICE						
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants ×
	NOMINATED TO	ACTUAL				
DEPARTMENT    F&B PRODUCTION						

DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants x Number of training)
	NOMINATED TO	ACTUAL				
DEPARTMENT      ENGINEERING						
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants x Number of training)
	NOMINATED TO	ACTUAL				
DEPARTMENT      SECURITY						
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants x Number of training)
	NOMINATED TO	ACTUAL				
DEPARTMENT      HUMAN RESOURCES						
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants x Number of training)
	NOMINATED TO	ACTUAL				
DEPARTMENT      SALES						



DEPARTMENT		PURCHASE				
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants ×
	NOMINATED TO	ACTUAL				
DEPARTMENT		TRAINING				
DATE TRG.CONDUCTED	TOTAL NO.OF EMPLOYEES		TRAINING TOPIC COVERED	TRAINER NAME	TRAINING HOURS	Training Man Hours ( Number of participants × Number of training
	NOMINATED TO	ACTUAL				
17th May	9	7	Personal Grooming	Joselyn Gracias	1	7
	TOTAL NUMBER OF ATTENDANCE:	14		TOTAL TRAINING HOURS:	3	Total Man Hours: 21

