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| **New Hire Training Record**  |
| **Date\*：** |
| **New Hire Name\*** |  | **New Hire Department\*** |  |
| **New Hire Job Title\*** |  | **Training Date\*** |  |
| **Class Description** |
| **NO.** | **Class Topic** | **Class Content** | **Trainer** |
|  |  |  |  |