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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** |
|  |  | |  | | |  |