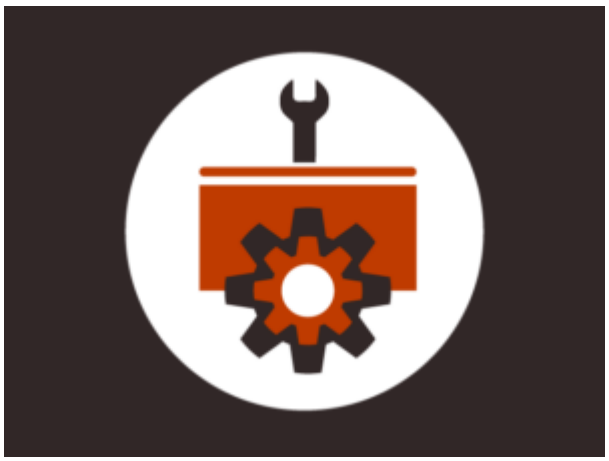
Sample Training Record for Working Alone



Date of training: _____

Employee name: _____

Position: _____

Duties: _____

Supervisor name: _____

Supervisor contact information: _____

Location of written work procedures: _____

The trainer must ensure that training includes the following procedures. Both the trainer and the employee should initial each item to indicate that it has been covered during training.

Procedure	Initials (trainer)	Initials (employee)
Opening and closing the store		
Handling money and making bank deposits		
Taking out garbage		
Person-check procedure		
Dealing with robberies		
Dealing with shoplifting, dine and dash, or gas and dash		
Dealing with irate or abusive customers		
Emergency procedures		
Other		

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