	ENGINEER INITIAL TRAINING PROGRAM	Format No.:	Document No. :
Industrial Problems & Solutions...	**ENGINEER INITIAL TRAINING PROGRAM** **ENGINEERING DIVISION**	Format No.: Rev. No. : Rev. Date :	Document No. : Document Date : Training Code :

Engineer Name: Engineer Code:

Engineer Department: Designation:

#	Topic	Training Date	Trained By	Description	Effectiveness checked by & Date
01	Product Knowledge				
02	General Flow				
03	Designing				
04	Computer Designing				
05	Sketch System				
06	Planning				
07	Reporting				
08	Internal System				
09	Data Backup				
10	Communication				
11	Understand Customers				
12	Customer Feedback				
13	Personal Improvement				
14	Management Support				

Engineer Sign./ Date	Trainer Sign./ Date	Effectiveness –Remarks
Manager – General Sign. / Date		Verification Status: Sign.: