This training log helps maintain compliance with cybersecurity standards and ensures staff understand current threats, secure practices, and reporting procedures.

Training Record Table

Name	[Insert Name]
Department	[Insert Department]
Training Topic	[Insert Topic]
Delivery Method	[e.g., In-person, Online, Hybrid]
Trainer/Facilitator	[Insert Name]
Date of Completion	[Insert Date]
Quiz/Assessment Score	[Insert Score]
Acknowledgment Received?	[Yes / No]
Comments	[Any relevant notes or feedback]