

S1P4-1: Training Completion Tracker – Example

Purpose:

Track completion status by role, region, and department to ensure the pilot and broader rollout are supported by a trained, equipped manager and staff base.

Example Table Format

Name	Role	Region	Department	Training Module Completed	Date Completed	Trainer / Session	Status
Alex Tan	Line Manager	Wellington	Customer Service	Core ARP + Value Conversation	2-Aug	Group Session 1 (L&D)	Complete
Priya Sharma	Frontline Staff	Auckland	Sales	ARP Overview Only	4-Aug	eLearning Module	Complete
Liam Edwards	Senior Leader	Christchurch	Operations	Full Set	1-Aug	1-on-1 with Sponsor	Complete
Sofia Ngata	Team Lead	Wellington	Engineering	Core ARP	—	—	Not Started
Reuben Matiu	HR Partner	Auckland	People & Culture	ARP Calibration + Scorecard	3-Aug	Group Session 2	In Progress

Usage Notes:

Sortable by completion % at department or regional level.

Highlight gaps in key roles (e.g. team leads, HR).

Links directly to rollout timeline (S1P4-2) and support plans (S1P4-3).

Action-Response Principle (ARP)

Ref:S1P4-1