



Training Progress Report

Participant Information					
Participant First Name		Last Name		DOB	
Training Vendor Name			Type of Training		
Training Start Date		Expected Completion Date		Report Date	
Total Training Hrs/Credits Required		Total Training Hrs/Credits Completed		% Completed	
Attendance					
Participant Attends Shift as Scheduled		☐ Excellent (95-100%) ☐ Good (90-94%) ☐ Satisfactory (80-89%) ☐ Needs Improvement (70-79%) ☐ Unsatisfactory (69-0%)			
Daily/Pattern Indicators		☐ Consistently on time ☐ Occasional tardiness ☐ Frequent tardiness ☐ Early departures ☐ Other: _____			
Absence Types		☐ No absences ☐ Excused absences only ☐ Some unexcused absences ☐ Frequent unexcused absences ☐ Extended absence (3+ consecutive days)			
Barriers to Attendance		☐ N/A ☐ Transportation issues ☐ Caregiving issues ☐ Work schedule conflict ☐ Personal/family issues ☐ Housing instability ☐ Other: _____			
Employment Readiness					
On Site Engagement:		☐ Fully engaged ☐ Generally engaged ☐ Occasionally disengaged ☐ Often disengaged			
Soft Skills Progress:		☐ Good ☐ Fair ☐ Needs Improvement			
Measurable Progress/Objective Skill Gains					
Skill /Module/Course Component	Completed	Score/Result	Comments		
	☐ Yes ☐ No				
	☐ Yes ☐ No				
	☐ Yes ☐ No				
	☐ Yes ☐ No				
	☐ Yes ☐ No				
	☐ Yes ☐ No				
Participant Progress Summary					
Satisfactory progress toward completion		☐ Yes ☐ No			
Comments:					
Trainer Verification					
Printed Name					
Signature				Date	

Form Date: 08/31/26

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. If you need this information in an alternate format, or in a different language at no cost to you, please contact us at (414) 270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 711.