

Time Card for the Training Period

入職時研修用タイムカード

After confirming "Career Development Support, Education and Training," it will be reported that we allotted 15 minutes to discuss Basic Knowledge about Business Manners, "Privacy Policies", and "Health and Safety Education" as part of the training at the time of employment.

Textbooks: Available at Sigma Staff Homepage, find and click (キャリアアップ支援・教育訓練体系) then (4 研修内容).

DATE 2021 YEAR 04 MONTH 01 DAY THURS DAY OF THE WEEK

TIME 18 : 00 ~ 18 : 15

STAFF CODE: 999999

NAME: SIGMA HANAKO

PLACE OF WORK: ABC CO. LTD.

Career Development Support and Education and Training System * Please put a circle after if done.	Basic knowledge about business manners * Please put a circle after if done.	Basic knowledge on the Privacy Policy *Please fill in your scores after taking the course.	Understanding of Health and Safety Education *Please fill in your score after taking the course.
○	○	10 / 10	5 / 5

TO SIGMA STAFF MEMBERS,

- Please be sure to include the training date, training time, staff code, and full name.
- After the doing the training, please send it with the time card of the month when you started the employment.
(If you are using the online time card, please send only this time card)
- Payment for training at the time of employment will be paid along with the salary in the first month of employment.
*Please note that if the delivery is delayed, the payment will be delayed until the following month.
- This "Time card for training at the time of employment" is proof that you have learned the training at the time of entering the office. Please be sure to submit it.
- Please take a copy and keep it properly for reference.