

# COVID-19 Training Matrix Template



## Training Matrix

A training matrix is used to keep track of who has been trained. It can also be used to assist with organizing communication of company policies and procedures related to COVID-19, as well as any other health and safety program element. Click on the Training Matrix tab below to see a template. In this template, insert the employee names (one employee per row), and mark with an X or write in the date each employee received this specific training. Position titles can be edited to reflect your organization. Add the names of policies/procedures or training sessions along the top row to reflect your employee training needs.