

Example of a table applicable to the monitoring of corporate training programs:

DATA							EXPECTED GAINS						
Name	Department	Type of training	Trainers	Hours	Cost (CHF)	Date	1. Quality	2. Technique	3. Organization	4. IT's	5. Personal dvpt.	6. Internal dvpt.	7. Corp. culture
EVANS	Sales	Coaching	HR Development Officer	5	-	07.01.2011	✓	✓				✓	✓
SMITH	Quality	Quality advisory	SwissQuality	20	3'500	14.01.2011	✓		✓				
EDWARDS	Logistics	Negotiation	SwissComm	6	1'500	27.01.2011			✓		✓		
GATES	Logistics	Negotiation	SwissComm	6	1'500	27.01.2011			✓		✓		
REEDS	Production	Corporate culture	Internal	4	-	03.02.2011							✓
QUEENE	Logistics	Corporate culture	Internal	4	-	03.02.2011							✓
CAINE	Production	Coaching	HR Development Officer	8	-	15.03.2011	✓	✓				✓	
ROBERTS	Production	Coaching	HR Development Officer	8	-	15.03.2011	✓	✓				✓	
MCCALL	Sales	German	Bauernhof Institut	15	1'250	31.03.2011	✓	✓			✓		
TOTAL 1st QUARTER				76	7'750								