Retail Employee Training Checklist

Employee Name: _____

Start Date: _____

Trainer Name: _____

Training Items

- Store Policies and Procedures
  - [ ] Review Employee Handbook
  - [ ] Understand Code of Conduct
- Customer Service Skills
  - [ ] Greeting Customers
  - [ ] Handling Customer Complaints
- Product Knowledge
  - [ ] Learn Key Products
  - [ ] Understand Promotions
- Cash Register Operation
  - [ ] Training on Cash Register
  - [ ] Process Returns and Exchanges
- Safety and Emergency Procedures
  - [ ] Fire Safety Training
  - [ ] Emergency Evacuation Procedure

Sign-off

Trainer Signature: _____

Employee Signature: _____