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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 指導記録票 | | | | 記入日 | | | 令和　　年　　月　　日 | |
| 記録者 | | |  | |
| 対象者 | 社員番号 |  | | | | | | |
| 所属 |  | | | 役職 | | |  |
| 氏名 |  | | | ふりがな | | |  |
| 日時 | 令和　　年　　月　　日 | | | | 午前・午後　　時　　分頃 | | | |
| 場所 |  | | | | | | | |
| 具体的事案 |  | | | | | | | |
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| 事業への影響 |  | | | | | | | |
|  | | | | | | | |
| 指導の内容 |  | | | | | | | |
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|  | | | | | | | |
| 取組み |  | | | | | | | |
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|  | | | | | | | |
| 備考 |  | | | | | | | |
|  | | | | | | | |
| 添付書類 | 指導書・注意書・始末書・顛末書 | | | | | | | |
|  | | | | | | | | |
| 確認日 | 令和　　年　　月　　日 | | 確認者 | | |  | | |