

Employee Personal Training Agreement

This Employee Personal Training Agreement ("Agreement") is made and entered into on **[Date]** by and between:

Employer: [Company Name]

Address: [Company Address]

Employee: [Employee Full Name]

Position/Title: [Employee's Position]

Address: [Employee Address]

1. Purpose of the Agreement

The purpose of this agreement is to outline the terms and conditions of the personal training the Employer will provide to the Employee and to define the obligations of both parties.

2. Training Details

- **Training Program Name:** [Name of the training program]
- **Training Provider:** [Internal trainer, external organization, or third-party provider]
- **Mode of Training:** [In-person, virtual/online, self-paced]
- **Training Duration:** From **[Start Date]** to **[End Date]**
- **Location:** [Location where training will be held]

3. Employer's Obligations

The Employer agrees to:

- Provide comprehensive training sessions, materials, and necessary support to facilitate the Employee's learning.
- Offer resources required for the Employee to complete the training.
- Appoint a designated trainer or facilitator to guide the Employee.

4. Employee's Obligations

The Employee agrees to:

- Attend all training sessions as per the schedule and fully participate in all activities.
- Complete any assignments, assessments, or certification requirements related to the training.
- Maintain confidentiality of training materials and knowledge gained.

5. Completion of Training

- The Employee must successfully complete the training program by achieving a passing grade, certification, or similar qualification (if applicable).
- The Employee is required to provide feedback on the training experience.

6. Financial Responsibility

- If the Employee fails to attend, participate, or complete the training without a valid reason, the Employee may be held responsible for the associated costs.
- If the Employee voluntarily resigns within **[X months/years]** of completing the training, the Employee may be required to reimburse the Employer for the cost of the training.

7. Certification (If Applicable)

If certification is a part of the training, the Employee must:

- Complete all training modules and assignments.
- Pass the final examination or certification process, if applicable.

- Submit any certificates or credentials received to the Employer for record-keeping purposes.

8. Intellectual Property and Confidentiality

All knowledge, materials, and intellectual property shared during the training will remain the exclusive property of the Employer. The Employee may not use, share, or distribute this information for any purpose outside of their employment with the Employer.

9. Termination of Agreement

This agreement will automatically terminate upon successful completion of the training program, unless:

- The Employee voluntarily resigns or is terminated for misconduct before completing the training.
- The Employee is required to repay training costs as outlined in Section 6.

10. Governing Law

This agreement shall be governed by the laws of **[Insert State/Country]**.

11. Signature and Acceptance

By signing this agreement, the Employee acknowledges that they have read, understood, and agreed to all the terms and conditions mentioned herein.

Employer's Signature: _____

Name: [Employer's Name]

Title: [Employer's Title]

Date: [Date]

Employee's Signature: _____

Name: [Employee's Name]

Date: [Date]

