

Annual Training Tracker

Synergy HR Solutions – Practical tools to keep your team compliant and growing. This tracker helps startups and SMBs stay on top of required employee trainings throughout the year. It includes compliance-driven requirements (like harassment prevention and safety) as well as development-focused trainings to build culture and leadership. Note: Training requirements may vary by state. Employers should review state and local laws to ensure compliance.

Training Compliance Dashboard (At-a-Glance)

- % of employees compliant with required trainings
- Trainings due in the next 30/60/90 days
- Past-due trainings requiring immediate action
- Certifications expiring this quarter

Compliance Trainings

- Harassment Prevention Training (CA, NY required annually).
- Workplace Safety / OSHA Basics.
- Wage & Hour / Timekeeping Rules.
- Diversity & Anti-Discrimination Awareness.

Development Trainings

- New Hire Orientation.
- Leadership Skills for Managers.
- Communication & Collaboration.
- Technical Skills / Product Training.

Annual Refresher Trainings

- Data Security & Privacy.
- Workplace Harassment Refresher.
- Emergency Preparedness / Active Shooter.
- Role-Specific Compliance (HIPAA, Financial Services, etc.).

Role-Specific Certifications

- CPR/First Aid Certification (Healthcare).
- Forklift License (Manufacturing/Construction).
- FINRA/AML Training (Financial Services).

Culture & Engagement

- DEI Workshops.
- Employee Engagement Training.
- Mental Health & Wellness Awareness.



Technology & Data

- Cybersecurity Awareness (phishing, data privacy).
- AI Use & Ethics Training.
- Software/Systems Training (HRIS, CRM, etc.).

This training tracker is a starting point. Synergy HR Solutions helps startups design tailored compliance calendars, build annual training programs, and keep your business ahead of risk.