How to Delete a Completed Training Record for a Staff Member

Training · https://cclearninghub.co.uk/docs/how-to-delete-a-completed-training-record-for-a-staff-member/

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Kieran Worth

This guide explains how to delete a completed training record for a staff member within the HR system.

Keeping training records accurate is essential for compliance, reporting, and maintaining clear staff histories. Removing incorrect or duplicate records helps prevent confusion, ensures data integrity, and supports better decision-making.

By following this guide, you will learn how to:

- Access the HR app and navigate to the Training section
- Open staff training records for review
- View completed training entries
- Delete an individual training record
- Confirm and finalise the deletion

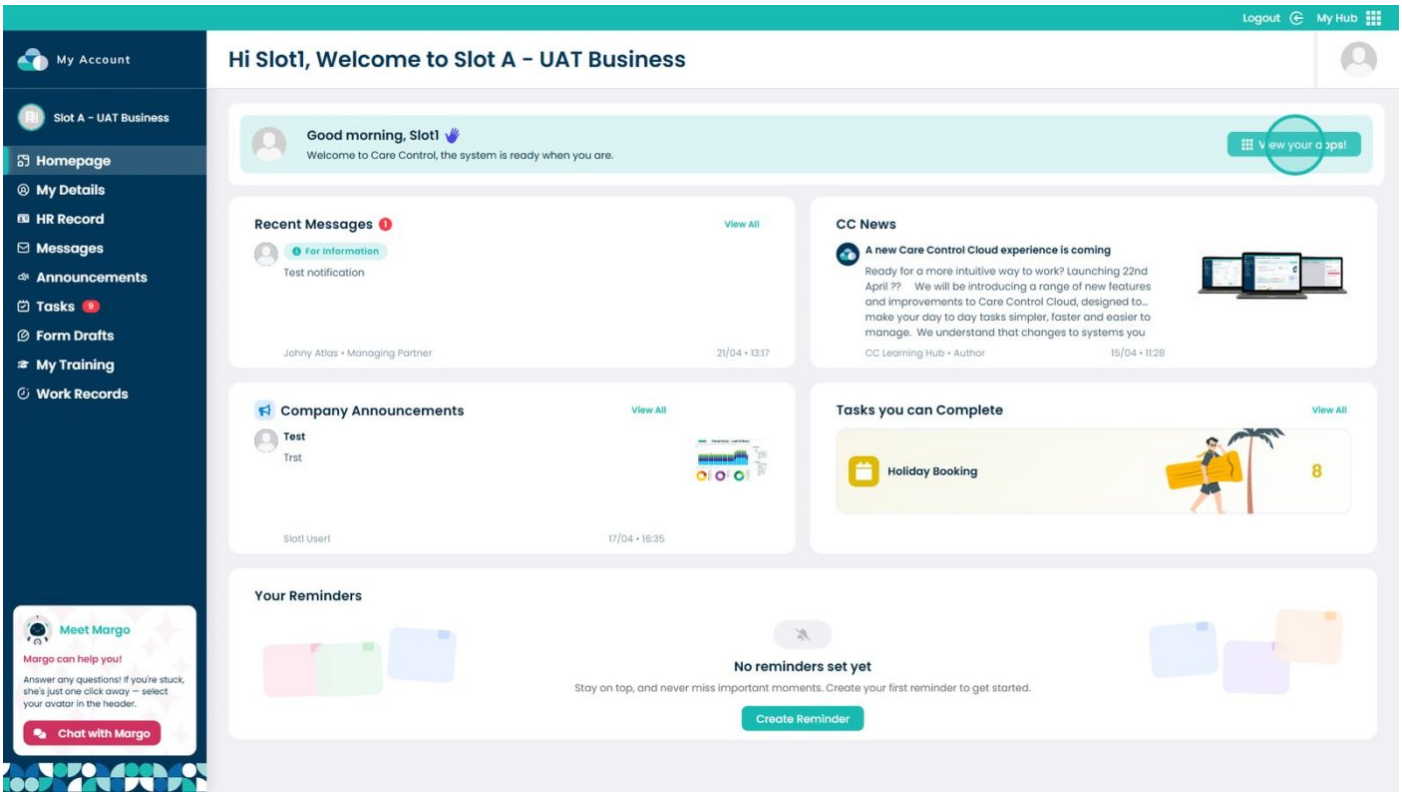
This ensures your training records remain clean, accurate, and up to date across your organisation.

Interactive Guide

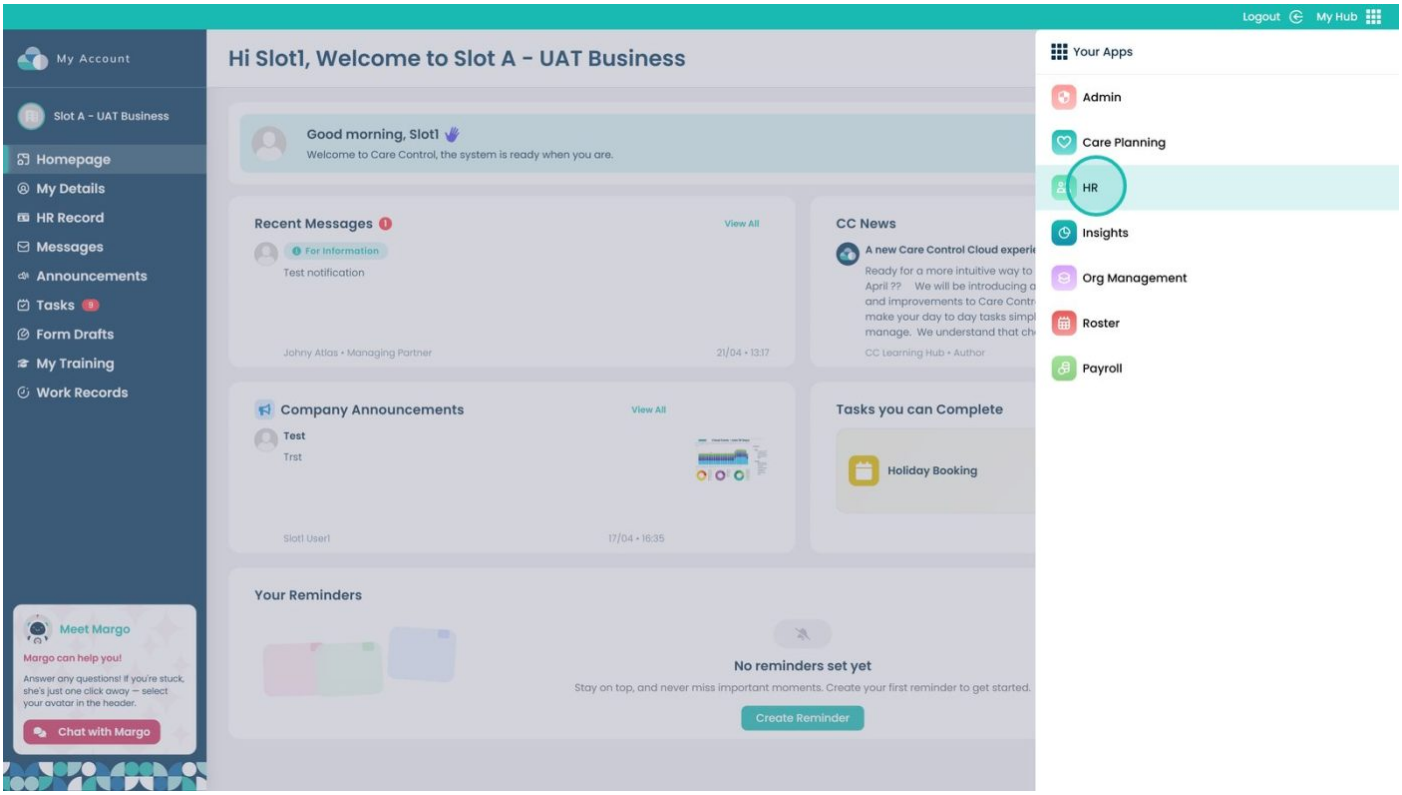
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Text based guide

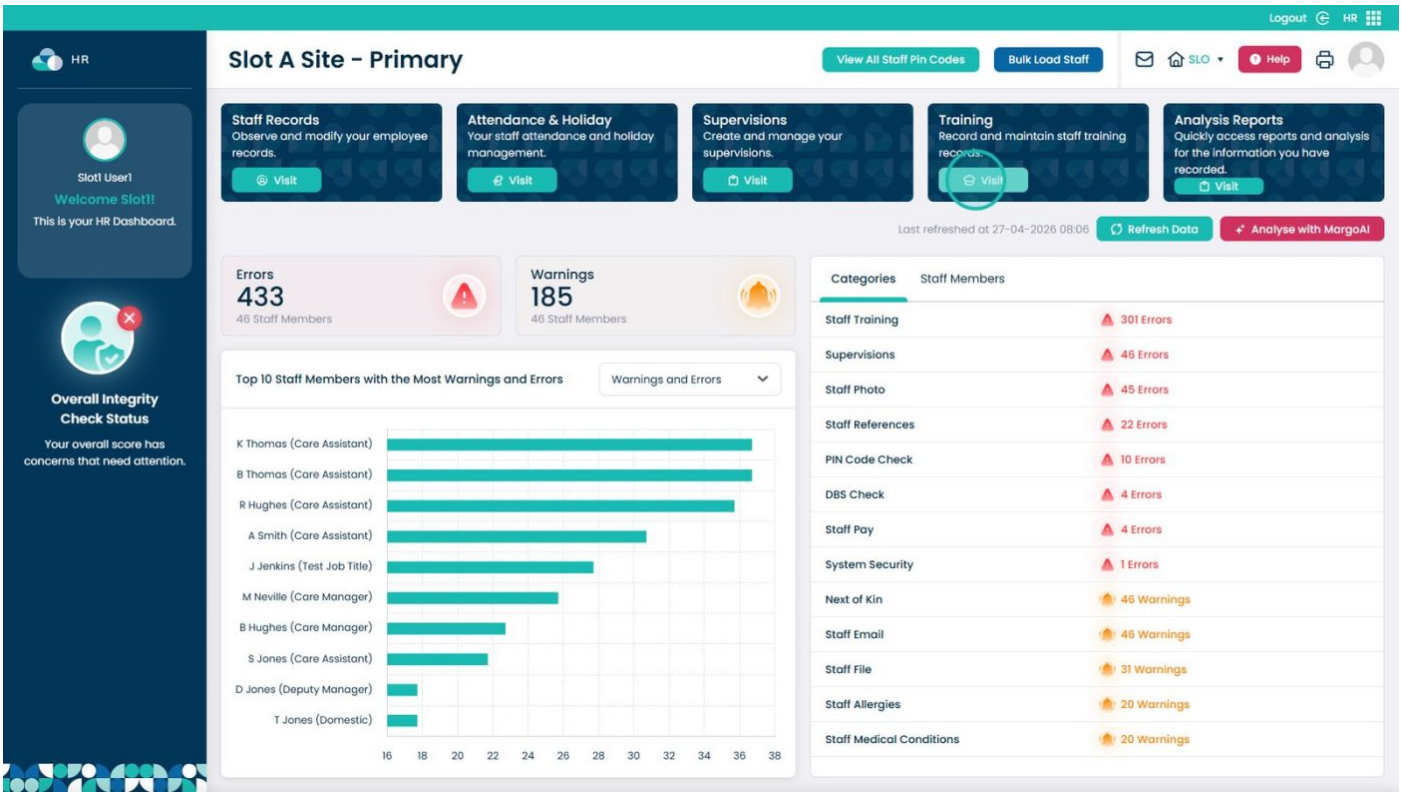
Open the apps menu from your dashboard.



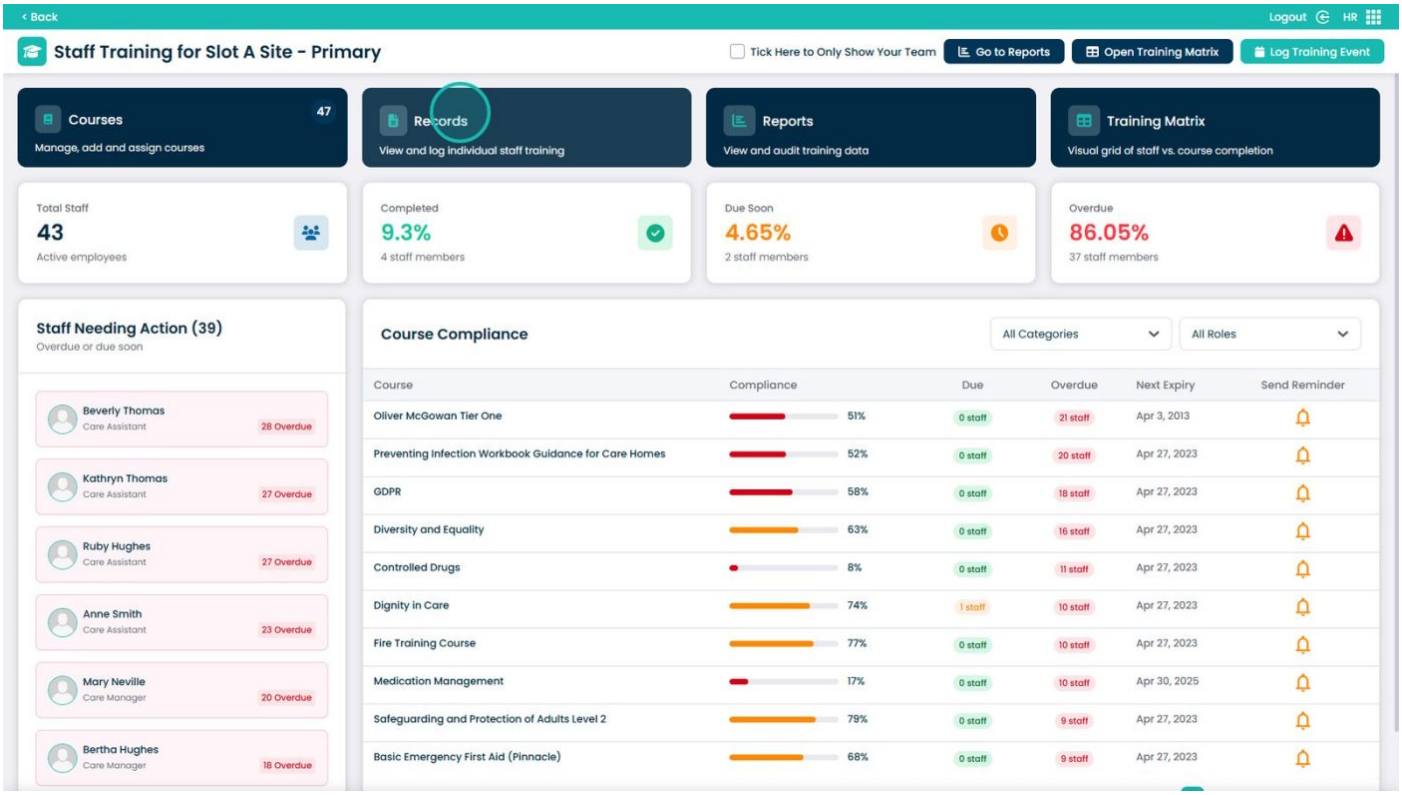
Select the HR App to manage staff records.



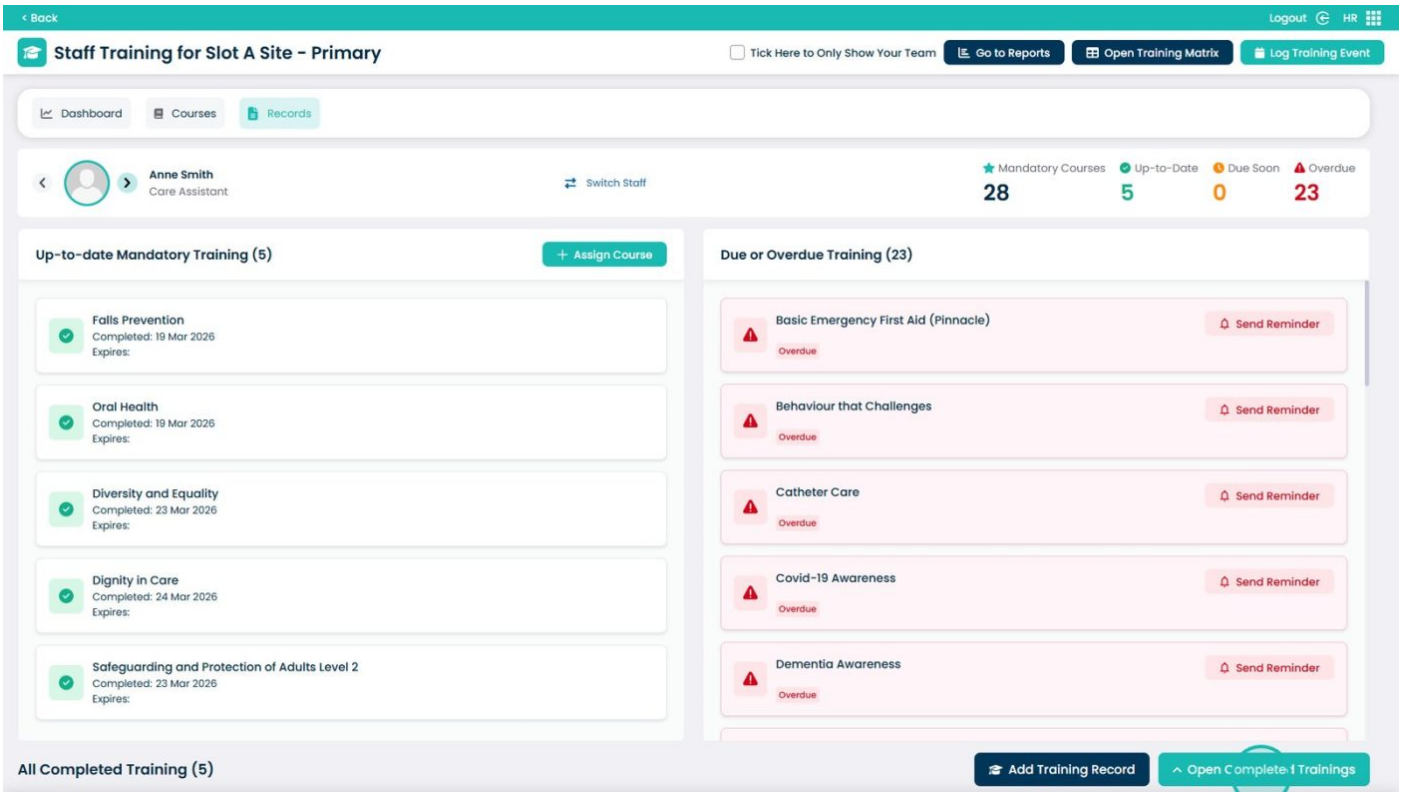
Navigate to the Training section to manage staff training records.



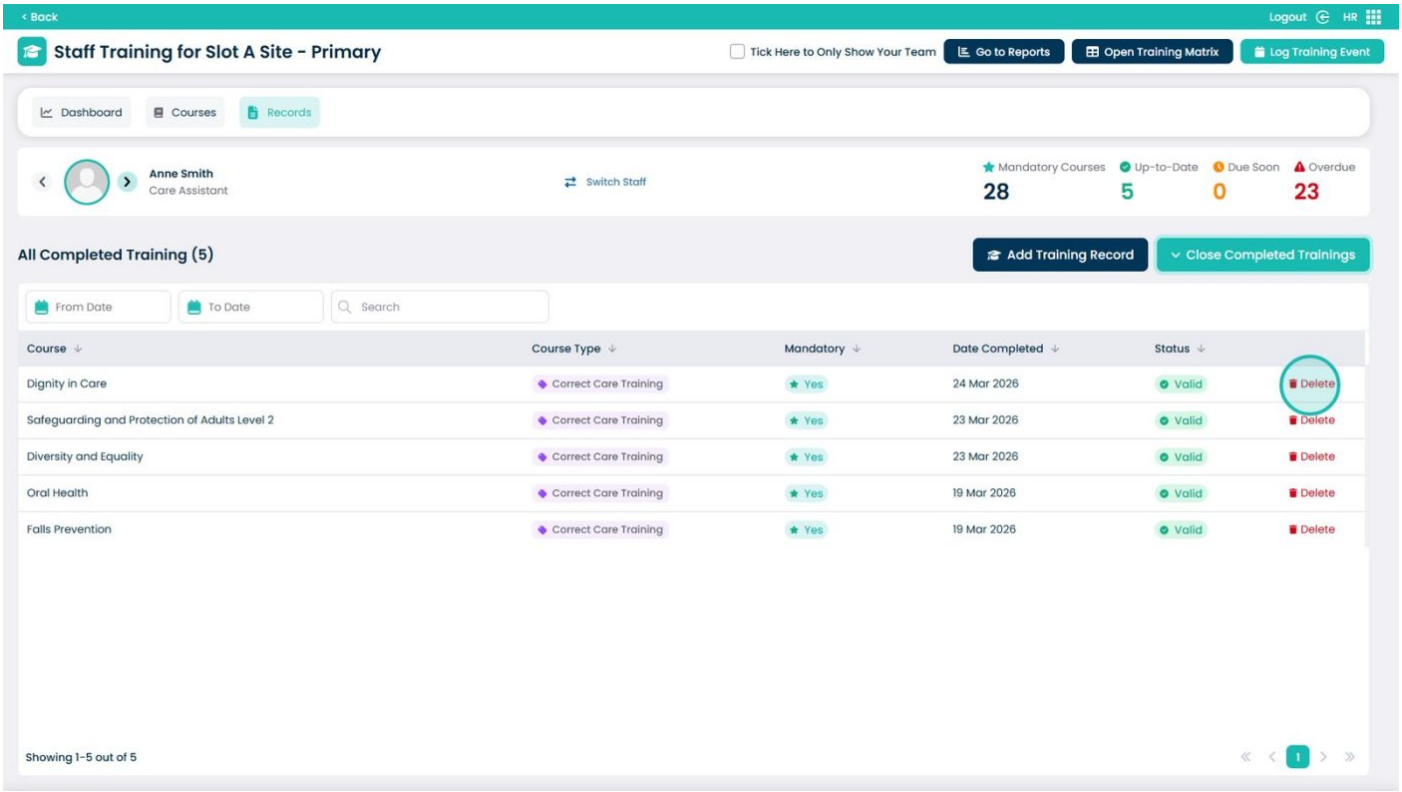
Open the Records panel to view detailed training information for staff.



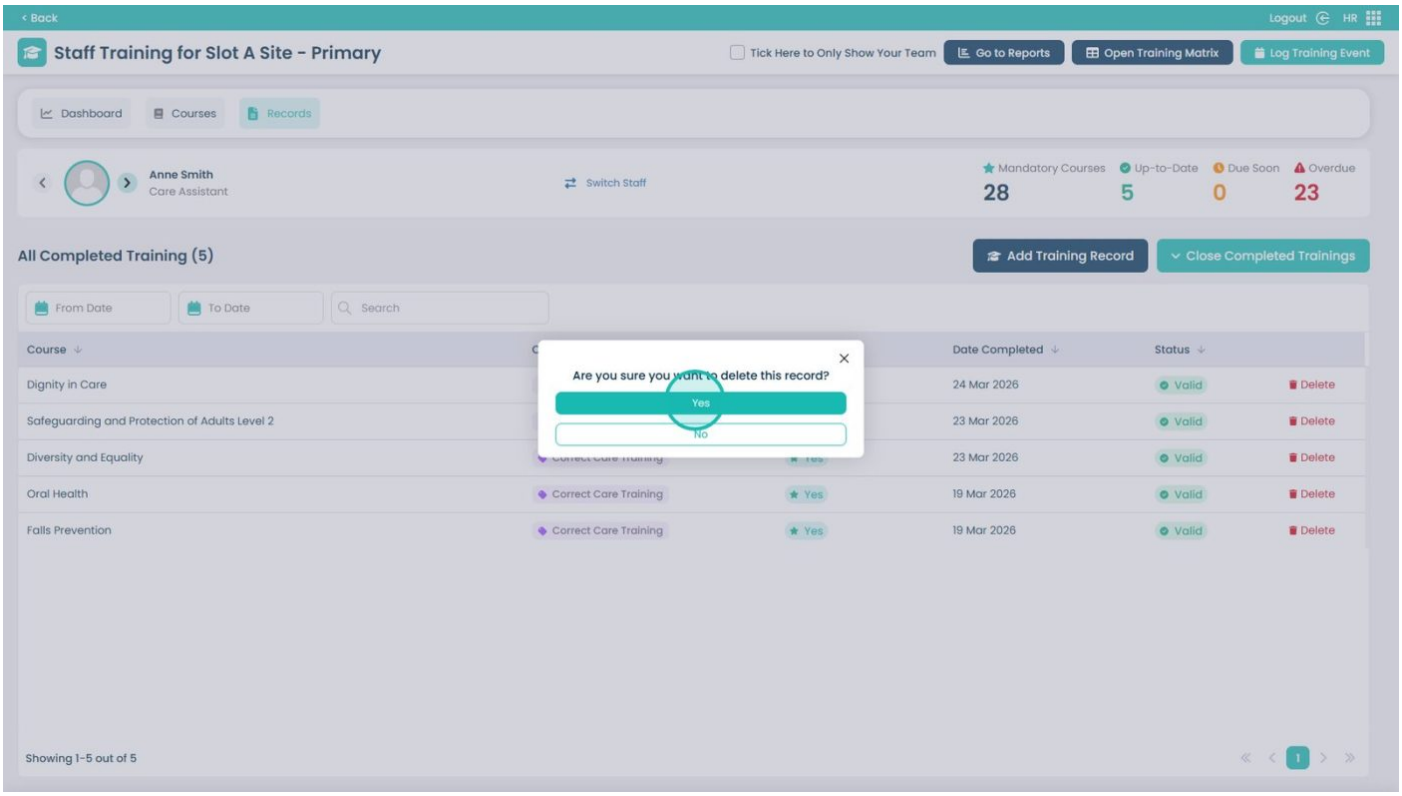
Display completed training records for the selected staff member.



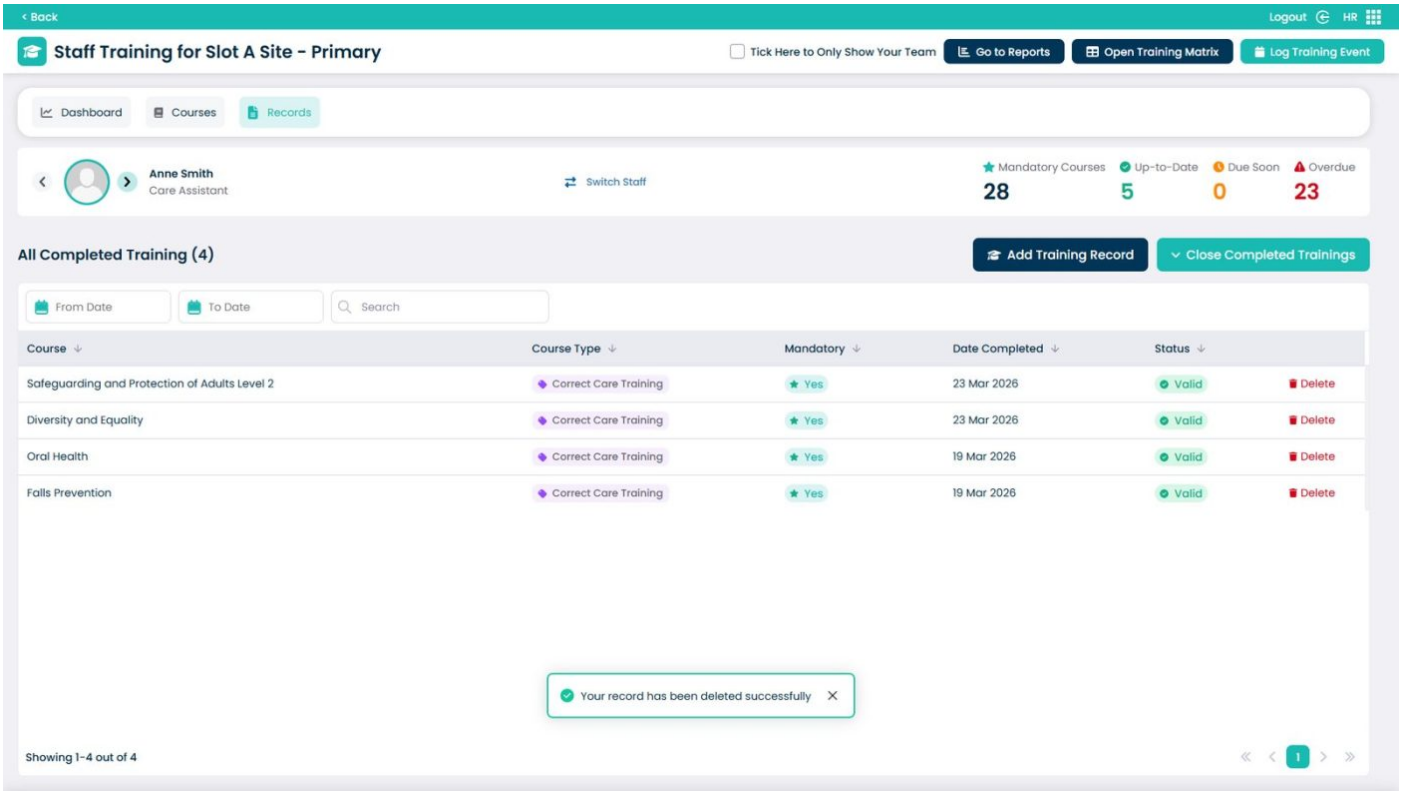
Click the Delete button next to the relevant training record to remove it.



Confirm the deletion to permanently remove the training record.



The training record is now removed from the staff member’s completed training list.



Was it helpful ?

- Happy
- Normal
- Sad

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