

## Sample – training record: training description

	What i	is a	train	ing o	lescri	pti	ion?
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A training description is a description of the objectives of the training, the materials required, the expected participants and a summary of the training content. This helps plan and provide evidence of training.

The training records can be o
valuable tool for effective
planning.

Training records: training description	
Topic:	
Date:	
Time:	
Objective:	
Objective.	
Materials	
Macchais	
Participants:	
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Summary:			