

## Sample Training Report Template

## What is a training description?

"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."

## Key message:

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

Training Records: Training Description	
Topic:	
Date:	
Time:	
Objectives:	
Materials:	
Participants:	



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Summary:			

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