Job Training Meeting Minutes

Date: [Insert date]

Time: [Insert time]

Location: [Insert location or virtual platform]

Trainer: [Insert name]

Participants: [List trainees]

1. Introduction

- **Start Time:** [Time training started]
- **Training Objective:** [Briefly state the purpose of the session]

2. Training Content

- **Topics Covered:** [List skills or knowledge areas covered]
- **Training Materials:** [Describe handouts, manuals, or tools used]

3. Key Discussions/Activities

- [Summarize explanations, demonstrations, or group work]
- [Document participant engagement and questions]

4. Action Points

- **Key Learnings:** [Highlight what was achieved in this session]
- **Tasks/Assignments:** [Specify tasks for participants to complete]
- **Follow-Up Training:** [Note upcoming training plans, if any]

5. Feedback

- **Participant Comments:** [Briefly capture feedback or concerns]

6. Closing

- **End Time:** [Time training ended]
- **Trainer's Closing Remarks:** [Final notes or motivational comments]

7. Prepared By

- **Name:** [Your Name]
- **Role:** [Your Role]
- **Date:** [Date of preparing the minutes]