### **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]