



Training Report Sample PDF

Title: [Company Name] Training Report

1. Overview

- Training Program: _____
- Date: _____
- Venue: _____

2. Training Objectives

- Primary Goals:
 - _____
 - _____

3. Participant Information

- Total Participants: _____
- Departments Represented:
 - _____
 - _____

4. Training Modules

- Module 1:
 - Topic: _____
 - Instructor: _____

- **Module 2:**

- Topic: _____
- Instructor: _____

5. Daily Schedule

Day	Date	Time	Activity	Trainer
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____

6. Outcomes

- **Achievements:**

- _____
- _____

- **Challenges:**

- _____

- _____

7. Participant Feedback

- Overall Satisfaction:
 - Very Satisfied ☐
 - Satisfied ☐
 - Neutral ☐
 - Unsatisfied ☐
 - Very Unsatisfied ☐

8. Conclusion

- Summary: _____
- Future Actions: _____