

# Training Report Template

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**Title:** Training Report on [Training Topic]

## 1. Introduction

- Objective of the Training: \_\_\_\_\_
- Duration and Location: \_\_\_\_\_
- Participants: \_\_\_\_\_

## 2. Training Content

- Topics Covered:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Training Methods:
  - Lectures ☐
  - Workshops ☐
  - Hands-on ☐

## 3. Training Schedule

Date	Time	Topic	Trainer
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### 4. Key Learnings

- **Summary of Important Points:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- **Skills Acquired:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### 5. Feedback

- **Participant Feedback:** \_\_\_\_\_
- **Trainer Feedback:** \_\_\_\_\_

#### 6. Conclusion

- **Overall Assessment:** \_\_\_\_\_

- **Future Training Recommendations:** \_\_\_\_\_

## **7. Appendices**

- **Additional Materials (Handouts, Presentations)**