

# Employee Training Report

Title: Employee Training Report

## 1. Employee Details

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_

## 2. Training Details

- Training Program: \_\_\_\_\_
- Date: \_\_\_\_\_
- Location: \_\_\_\_\_

## 3. Training Objectives

- Goals of the Training:
  - \_\_\_\_\_
  - \_\_\_\_\_

## 4. Training Summary

- Description of Training Sessions:
  - \_\_\_\_\_
  - \_\_\_\_\_

## 5. Training Schedule

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

## 6. Key Learnings

- Skills Gained:

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

## 7. Feedback

- Employee Feedback: \_\_\_\_\_
- Trainer Feedback: \_\_\_\_\_

## 8. Conclusion

- Overall Experience: \_\_\_\_\_

- Recommendations for Future Training:

\_\_\_\_\_