
Training Report By Trainee

Title: Trainee Report on [Training Topic]

1. Trainee Information

- Name: _____
- Position: _____
- Department: _____

2. Training Overview

- Training Title: _____
- Date and Duration: _____
- Location: _____

3. Objectives and Goals

- Personal Objectives:
 - _____
 - _____
- Training Goals:
 - _____
 - _____

4. Detailed Training Summary

- Sessions Attended:

- _____
- _____
- **Key Takeaways:**
 - _____
 - _____

5. Training Schedule

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

6. Learning Outcomes

- **Skills Acquired:**
 - _____

-
- _____

7. Feedback

- **Self-Assessment:**
 - Very Effective ☐
 - Effective ☐
 - Neutral ☐
 - Ineffective ☐
 - Very Ineffective ☐

8. Conclusion

- Overall Evaluation: _____
- Suggestions for Improvement: _____