

Training Report Template

Training Title:

Date:

Facilitator(s):

Participants:

Summary: Provide an overview of the training session, including objectives, key topics covered, and the format (e.g., lecture, interactive activities, case studies).

Key Outcomes:

1. [Summarize the outcomes of the training, such as increased knowledge or specific skills gained.]
2. [Highlight participant engagement metrics, such as participation rates or activity completion rates.]

Participant Feedback: Summarize feedback from evaluations:

- Overall quality rating: [Insert Average Rating]
- Key positive feedback: [Insert Themes]
- Suggestions for improvement: [Insert Themes]

Recommendations:

- [Provide actionable recommendations for future trainings based on evaluation findings.]

Attachments:

- Participant sign-in sheet.
 - Training materials (slides, handouts).
 - Completed evaluations (optional).
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