

Training Course Report

This form is for the course training team to report to the SLDM. Please forward to SLDM within 3 weeks of course.

Course:			
Location:		Date:	
Training Team:			

Please note any follow-up required:

Venue and facilities	
Catering	
Training Resources & Equipment	
Expenses	
Talent spotted	
Participants	
Other	

Please attach

- Attendance record
- Program noting Trainers who delivered each session
- Participant evaluations

For additional comments or changes required for sessions

Session	Trainers Summary