# SAMPLE TRAINING REPORT

| | | | |
|---|---|---|---|
| Company Name | | | |
| Employee Name | | | |
| Department | | | |
| Training Type | | | |
| Starting Date | | Ending Date | |
| Number of Days worked | | Number of Days Off | |

## Performance

| Attendance/Punctuality | Training Program |
|---|---|
| ☐ Regular | ☐ Ahead of Schedule |
| ☐ Irregular | ☐ On Schedule |
| | ☐ Behind Schedule |

## Trainee Progress Report

| Competency | Rating | | | |
|---|---|---|---|---|
| Ability to Learn | ☐ Poor | ☐ Good | ☐ Very Good | ☐ Excellent |
| Attitude | ☐ Poor | ☐ Good | ☐ Very Good | ☐ Excellent |
| Motivate / Initiative | ☐ Poor | ☐ Good | ☐ Very Good | ☐ Excellent |
| Quality and Accuracy of Work | ☐ Poor | ☐ Good | ☐ Very Good | ☐ Excellent |
| Quantity of Work | ☐ Poor | ☐ Good | ☐ Very Good | ☐ Excellent |
| Conduct | ☐ Poor | ☐ Good | ☐ Very Good | ☐ Excellent |
| Overall Rating | ☐ Poor | ☐ Good | ☐ Very Good | ☐ Excellent |

## Reviewed and Approved By

Training Manager Signature:

Date:

# How To Write A Training Report

National Committee on Advanced Courses in Vocational Education

**How To Write A Training Report:**

**Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports** , **Lawyer Hiring & Training Report** ,1988

*The Training Evaluation Process* David J. Basarab Sr.,Darrell K. Root,2012-12-06 This book details a unique training evaluation approach developed by David J Basarab Sr currently the Manager of Evaluation at Motorola University This approach was developed in part based on information from his graduate coursework with Dr Darrell K Root professor of program evaluation and educational administration at the University of Dayton It enabled Motorola to evaluate their corporate training programs to determine whether money spent on training was an investment or an expense This evaluation approach is also significant in determining either the effectiveness of or the opportunities to improve corporate training programs In this text The Training Evaluation Process David Basarab and Darrell Root provide commercial industry training with a step by step approach to use when evaluating training progrruns thus allowing training to be viewed as an investment rather than an expense This text focuses on assessing training programs so that they may be improved This approach provides a successful procedure to use when evaluating training programs Included in the text is a comprehensive explanation of the evaluation model developed by D L Kirkpatrick Kirkpatrick D L November 1959 in which he described four levels of evaluating training progrruns Level 1 Reaction Evaluate to learn participants perception to the training program Level 2 Learning Evaluate to determine whether participants have learned the course subject matter Level 3 Behavior Evaluate participants use of newly acquired job skills on the job Level 4 Results Evaluate the organizational impact of training on company s workforce **The National Skills Development Handbook 2007/8** ,200? Report Writing Skills Training Course. How to Write a Report and Executive Summary, and Plan, Design and Present Your Report. an Easy Format for Writi Margaret Greenhall,2010 Chapter 1 What makes an excellent report Chapter 2 Planning and Resources for your Report Chapter 3 Organizing your Report Chapter 4 Presentation of the Report Chapter 5 The finishing touches **Report on the Training Systems for the Navy and Mercantile Marine of England, and on the Naval Training System of France, Made to the Bureau of Equipment and Recruiting, U.S. Navy Department Sept., 1879** French Ensor Chadwick,1880 **The Protection Officer Training Manual** IFPO,2003-09-26 This revised edition retains the exceptional organization and coverage of the previous editions and is designed for the training and certification needs of first line security officers and supervisors throughout the private and public security industry Completely updated with coverage of all core security principles Course text for the Certified Protection Officer CPO Program Includes all new sections on information security terrorism awareness and first response during crises **Report of the Education Department** University of the State of New York,1913 **How to Write Effective Reports** Federal Electric Corporation. Training Branch,1965 Report of the Royal Commission on Physical Training (Scotland). Great Britain. Royal Commission on

Physical Training (Scotland),1903 Annual Report of the Trustees of Massachusetts Training Schools Massachusetts. Trustees of Massachusetts Training Schools,1912 **Report of the Defense Science Board Task Force on Training Superiority & Training Surprise** ,2001 In late 1998 the Undersecretary of Defense Personnel and Readiness the Director Defense Research and Engineering and the Joint Chiefs of Staff requested the Defense Science Board to create a task force on training and education The task force met periodically throughout 1999 and 2000 This document is the report of our deliberations Report of the Departmental Committee on the Training of Rural Teachers Great Britain. Board of Education. Committee on Training of Rural Teachers,1929 **Annual Report of the Common, Superior, Grammar and Training & Model Schools in New Brunswick** New Brunswick. Education Office,1878 *Report and Recommendations on the Training of Railway Officers and Subordinates in India* H. L. Cole,1923 *Report on Higher Education in the State of New York for the School Year Ending July 31 ...* University of the State of New York,1911 *Annual Report of the Local Government Board ...* Great Britain. Local Government Board,1876 Supplements to the Board s Annual report include the Report of the medical officer Report of the Agricultural Department, Bihar and Orissa Bihar and Orissa (India). Agricultural Department,1923 **Training General Educational Administrators in Responsibilities for Vocational Education** National Committee on Advanced Courses in Vocational Education,1929 Training in Service for Teachers of Agriculture Sherman Dickinson,1923

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British Labour Statistics: Historical Abstract 1886-1968 by G Routh · 1972 — Royal Statistical Society. Journal. Series A: General, Volume 135, Issue 1, January 1972, Pages 159–161, https://doi.org/10.2307/2345059. British labour statistics historical abstract 1886-1968 Our collections information. We have over a million object records online, and we are adding to this all the time. Our records are never finished. Sometimes we ... British labour statistics : historical abstract 1886-1968. Publisher: Her Majesty's Stationery Office, London, 1971. Genre: Statistics. Physical Description: 436 pages ; 31 cm. ISBN: 9780113608027, 0113608020. British Labour Statistics: Historical Abstract 1886-1968 British Labour Statistics: Historical Abstract 1886-1968 · From inside the book · Common terms and phrases · Bibliographic information ... British Labour Statistics: Historical Abstract 1886â•'1968 by G Routh · 1972 — British Labour Statistics: Historical Abstract 1886-1968. By the Department of Employment. London, H.M.S.a., 1971. 463 p. 12". £7. This splendid anthology ... Population, employment and unemployment - ESCoE The datasets are supplemented by publications such as the British Labour Statistics Historical Abstract which covers the period 1886-1968 and the monthly ... British labour statistics: historical abstract 1886-1968 British labour statistics: historical abstract 1886-1968 ; Published status: Published ; Publication date: 1971 ; Collect From: Main Reading Room ; Call Number: YYq ... British labour statistics: historical abstract, 1886-1968. British labour statistics: historical abstract, 1886-1968. Available at University Library Level 6 – Mobile Shelving – Sequence 1 (331.0942 BRI). British labour statistics: historical abstracts, 1886-1968 Title, British labour statistics: historical abstracts, 1886-1968. Author, Great Britain. Department of Employment. Publisher, H.M. Stationery Office, 1982. British labour statistics: Historical abstract 1886-1968 British labour statistics: Historical abstract 1886-1968 ; Print length. 436 pages ; Language. English ; Publisher. H.M. Stationery Off ; Publication date. January ... Basic English Grammar, 3rd Edition (Book only) by AZAR Comprehensive, corpus-informed grammar syllabus * The verb-tense system, modals, gerunds, and infinitives. * Nouns, articles, pronouns, and agreement. * ... Basic-English-Grammar-3rd-Ed.pdf - DG Class BASIC. ENGLISH. GRAMMAR. Third Edition. AUDIO. INCLUDED with Answer Key. PEARSON. Longman. Betty Schrampfer Azar. Stacy A. Hagen. Page 4. Basic English Grammar, ... Basic English Grammar, Third... by Betty Schrampfer Azar Basic English Grammar, Third Edition (Full Student Book with Audio CD and Answer Key) is an excellent resource for teaching the basics of English structure and ... Basic

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