



Training Notification

Facilitator: **Contact Number:**

Title of Course:	<input type="text"/>
Course Description:	<input type="text"/>
Location:	<input type="text"/>
Date of Class:	<input type="text"/>
Class Times:	<input type="text"/>
Equipment Needed:	<input type="text"/>
Class Capacity:	<input type="text"/>
Component for Training:	<input type="text"/>
Cost of Training:	<input type="text"/>



Class Objectives / Outcomes

By the end of the training, participants will:	<input type="text"/>
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When participants return to their workplace, they will:	<input type="text"/>
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Course Information	<input type="text"/>
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Checklist:

Sign-In Sheet Prepared?	<input type="text"/>
Class Survey Prepared?	<input type="text"/>
Room Reservation Completed?	<input type="text"/>
Involved parties notified with clear expectations set?	<input type="text"/>





Meeting Sign-In Sheet

Training:	Meeting Date:
Facilitator:	Place/Room:

Name (Printed)	Email	Phone	Department





Training Evaluation

Employee Name (Optional): Title:	Training Title: Trainers Name:
Work Site:	Date:
WHAT NEW INFORMATION DID YOU LEARN FROM THIS TRAINING?	
<ul style="list-style-type: none"> • • 	
WHAT ARE THE NEXT STEPS YOU PLAN TO TAKE TO INCORPORATE THIS AT YOUR HOME OR WORKPLACE?	
<ul style="list-style-type: none"> • • 	
WHAT WOULD YOU LIKE MORE INFORMATION ON?	
<ul style="list-style-type: none"> • • 	
SUGGESTIONS TO IMPROVE FUTURE TRAININGS?	
<ul style="list-style-type: none"> • • 	
PLEASE RATE THE FOLLOWING: 4 = STRONGLY AGREE 1 = STRONGLY DISAGREE	
<p>Trainer is knowledgeable about topic:</p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>Materials provided were useful:</p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>Information was presented in a way that honored my learning style and culture:</p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>I can apply this information to the diversity of families I serve:</p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p> <p>I increased my knowledge as a result of taking this training:</p> <p>4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/></p>	
PLEASE LET US KNOW IF YOU WOULD LIKE FOLLOWUP REGARDING ANY OF THE INFORMATION COVERED IN THIS TRAINING. WE HOPE YOU VALUED THIS TRAINING AND ARE ABLE TO USE WHAT WAS TAUGHT TODAY.	

