



Daily Training Report Template

Company name	
Department	
Training instructor	
Training instructor certificates	

Date: _____

Training topic	Training activities	Training goals	Duration

Training methods:

- ☐ Classroom training
- ☐ Hands-on training
- ☐ Simulation training
- ☐ E-learning
- ☐ On-the-job training
- ☐ Case study
- ☐ Coaching
- ☐ Video training
- ☐ Other _____

Attendees

Training progress:

Next steps:

Recommendations:

Additional resources:

Training instructor: _____

Signature: _____

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