



## 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: \_\_\_\_\_

Manage your projects with [Plaky.com](https://Plaky.com)