



Daily Training Report Template

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| Company name | |
| Department | |
| Location/Room | |
| Training instructor | |
| Training instructor certificates | |

Date: _____ Report No. _____

| Training topic/Module | Training activities | Training goals | Duration | Materials |
|-----------------------|---------------------|----------------|----------|-----------|
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Training methods:

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

| Attendees | Department/Team | Signature |
|-----------|-----------------|-----------|
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Training progress:

Next steps:

Recommendations:

Additional resources:

Training instructor: _____

Signature: _____