**[ TAPPI Training Event or Course Title ]**

[ Date ]

**Training Report**

Follow-up with your supervisor by summarizing into a report your TAPPI course training and experience. The following checklist presents suggestions of what to include.

**Event Report**

* **Your Name, Title and Department**
* **Event Title, Dates, Location**
* **Event URL for Reference**
* **Event Summary:**

The **[ training event title ]** is designed to help attendees learn:

* Learning outcome 1
* Learning outcome 2
* Learning outcome 3, etc.

**Goals Met**

Identify specifically what was brought back to your organization relevant to business goals to show payback for the investment in training.

* **1.**
* **2.**
* **3.**

**Cost Summary**

* **Registration Fee $**
* **Airfare $**
* **Transportation $**
* **Hotel $**
* **Meals $**
* **Total $**

**Event ROI**

* **Course Schedule – Topics Covered**
* **Presenters and Their Expertise**
* **Learning Outcomes Delivered**
* **CEUs Earned**
* **Action Items Identified**
* **What You Can Accomplish Now at Work**
* **Takeaways** (e.g. course notebook, publications, etc.)

**Business Relationships**

Include information about presenters and/or attendees who may be useful as a contact for your company. For each, include:

* **Name and Contact Details**
* **Description of Relevant Specialty or Knowledge**

**Summary -** Outline additional details on the ROI value to you and your company. In your summary, TAPPI suggests offering to educate or train others on what you learned and include the date/time of your planned briefing.

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