**Introduction to Pulp and Paper Technology Course**

**Training Report**

It’s a wise practice to 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:** [**http://www.tappi.org/ipp**](http://www.tappi.org/ipp)
* **Event Summary:**

The TAPPI Introduction to Pulp and Paper Technology Course covers pulping and papermaking from raw materials and wood preparation to pulping and paper mill operations. The overall training objectives include:

* Giving participants increased confidence in understanding the pulp & paper processes
* Interacting more knowledgeably with process engineers and operators
* Increasing their ability to contribute to improving mill operations.

**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
* Presenter Background and Overview of Expertise
* Learning Outcomes Delivered
* CEUs Earned
* Action Items Identified
* What You Will Accomplish at Work as Result of the Training
* Takeaways or New Assets (e.g. Course Notebook, Publication, CD-ROM)

**Business Relationships**

Include information about the presenter 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. Use an additional sheet of paper if necessary.