

[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 | \$ | ✓ Hotel | \$ |
| ✓ Airfare | \$ | ✓ Meals | \$ |
| ✓ Transportation | \$ | ✓ Total | \$ |

Event ROI

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

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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