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**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:** <https://www.tappi.org/tis101#OVERVIEW-tab>
* **Event Summary:**

The TAPPI Tissue 101: Properties and Processes Course is an introductory course designed to help increase understanding of tissue performance properties and manufacturing processes. Attendees learned:

* The basics of tissue sheet structure and properties, and how the manufacturing process affects performance and design.
* The effect of fiber raw materials on tissue structure and properties, and how to select and apply them to achieve product goals.
* The functions of chemicals in tissue manufacture and how to apply them to increase machine/product performance.
* How each tissue machine process creates/effects tissue structure and properties.
* The most important variables controlling product quality/variability.

**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 $
* Miscellaneous $
* **Total $**

**Event ROI**

* **Course Schedule – Topics Covered**
* **Presenters and Their 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 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 in the space below.