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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:** [**http://www.tappi.org/tissue-converting/**](http://www.tappi.org/tissue-converting/)
* **Event Summary:**

The TAPPI 202 Tissue Converting Operations Course is delivered by a panel of experts who designed curriculum exploring the converting processes of rolled products and demonstrating how the quality and variability of tissue parent jumbo reels and soft rolls impact the runnability of complex lines.

**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 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.