Course/Meeting Details

Branch: _____

Course Title: _____

Course Trainer(s): _____

Venue: _____

Date/Time: _____ **Duration:** _____

Please attach the following to this Staff Training Record (to confirm training topics covered):

☐ Course/Meeting Agenda (Including details of specific points to be discussed)

☐ Minutes / Outcomes ☐ Handouts (where applicable) ☐ Assessments (where applicable)

Attendance Record

Name of Attendee	Signature	Handouts Taken (✓)	Assessment Done (✓)	WHS Feedback	
				Y/N	RFA #

***** Keep this Training Record on File at the Branch Office as proof of ongoing staff training *****

Copy and attach extra pages if more space required