

TRAINING REPORT

Name : _____

Designation : _____

Organisation : _____

Course / Training : _____

Period of Training : _____

Place of Training : _____

1. BACKGROUND

Include a brief description of the course / conference

2. OBJECTIVES OF TRAINING

State briefly what you had hoped to achieve from this course / conference

i) _____

ii) _____

iii) _____

3. TRAINING PROGRAMME

Briefly describe the activities attended, eg visits / tours, observational sessions, etc. In addition, include comments on the usefulness of the activities in achieving your objectives.

<u>Date</u>	<u>Activity and Venue</u>	<u>Comments</u>
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4. LEARNING POINTS

Using the objectives from section (2) as headers, elaborate on whether and how the objectives were fulfilled, and if not, the reasons why. Additional learning points can be included in this section under separate headers.

i) Objective:

ii) Objective:

iii) Objective:

5. CONCLUSION

Critically appraise the strengths and weaknesses of the course /conference. In addition, if there were areas in the course that were not useful, give reasons on how they could be improved.

Strengths

Weaknesses

6. FOLLOW-UP ACTION

How do you hope to apply the skills acquired from this course / conference in your work? For example, in terms of providing training sessions for staff, setting up new services, modifying treatment guidelines, etc. Please also include a timeline on when you intend to implement these actions.

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Signature

Date

P.S. Please submit this training report with a copy of the Certificate of Attendance, and the receipts for the various claims to **Singapore Hospice Council, 10 Jalan Tan Tock Seng, Singapore 308436** within 2 weeks of return.