



Training Record

It is important that all staff and volunteers received ongoing training to keep them up-to-date. Evidence for the training must be recorded. Please complete this form after all training sessions.

Full Name	
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The full name of the person who completed the training session.

Date	
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The date of the training session.

Trainor	
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The full name of the person who delivered the training.

Topics Covered

A list of the topics covered during the training session.

Signature	Print Name	Date

The training record must be signed by the participant.