Sample training template for recording training delivered to the practice teams via:

* a qualified\* team member
* a qualified\*external person
* the PHO

TRAINING TOPIC:

|  |
| --- |
| Details  |
| Practice Name |  |
| Trainer’s name  |  |
| Trainer’s designation and/or credentials  |  |
| Trainers contact details  |  |
| Venue where training held |  |
| Date of training |  |
| Total duration of training  |  |
| Training content: |  |
| Learning outcomes: |  |
| Attendees |
| Team member Name  | Role/designation | Signature  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Signature of the trainer/presenter or manager

*\*Qualified or credentialed refers to a person who has the appropriate knowledge or expertise to deliver the training.*