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.*