

TRAINER REPORT

Course	
Date	
Venue	
Trainer	
No of Participants	

Course Outline / Timings

Topic	Timing	Comments

Equality Statement

Tick

1. Trainer has discussed classroom agreement with trainees	
2. Classroom agreement outlines equality and respect each other	

Health & Safety

Tick

1. Trainer has read and advised trainees of venue health & safety and fire exits	
2. Trainer has advised trainees of general house keeping	
3. Trainer has advised trainees of facilities and breaks	

Evaluations

Tick

1. Trainer has ensured trainees have completed a course evaluation sheet	
2. Trainer has completed a Trainer Report	

Facilities
Comments

1. Room / Layout / Seating	
2. Access / Egress	
3. Security	
4. Heating / Lighting / Ventilation	
5. Resources	
6. Would you recommend this location for future training? Please specify	

Issues / Comments

Signed: _____

Print Name: _____

Date: _____

Company: _____