



COURSE REPORT

*This report must be submitted within 48 hours of the course completion.
PHONE xxx xxx*

Trainer's name :

Name of course :

Course venue :

Course dates :

Please indicate if there were any issues that need to be noted by management in the following areas	YES / NO
Student attendance	
Student assessment and/ or feedback issues	
Incidents that involved the trainer and /or other students within class time which could lead to complaints or grievances	
Venue and equipment problems	
Adequacy of Resources and Paperwork to support the training	

General comments on this course .

Please indicate if any of these matters are not resolved and will be taken up by you with the Training Co-ordinator or Director.

Signed :

Dated :