

FEEDBACK SUMMARY REPORT

Date of review			
Courses /clients			
Period covered by feedback	From To		
Circles the types of feedback you are considering at this review :			
Course participant evaluations	Complaints Client meetings	Letters/other correspondence	Informal feedback via trainers and assessors and office staff
<u>Summary of feedback</u>			
<u>Issues to be discussed :</u>			
1.			
Follow up required ?			
2.			
Follow up required ?			
3			
Follow up required ?			
4			
Follow up required ?			
Please note where the above actions or follow up will require a review of our written policies or procedures or forms . Notes these here and pass on to the Director.			
Present at this meeting			

This summary will be filed as a record of our planning and review processes.

Noted by management :