# TRAINER REPORT

|  |  |
| --- | --- |
| Course |  |
| Date |  |
| Venue |  |
| Trainer |  |
| No of Participants |  |

**Course Outline / Timings**

|  |  |  |
| --- | --- | --- |
| Topic | Timing | Comments |
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**Equality Statement Tick**

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

**Health & Safety Tick**

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

**Evaluations Tick**

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

**Facilities Comments**

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| --- | --- |
| 1. Room / Layout / Seating |  |
| 1. Access / Egress |  |
| 1. Security |  |
| 1. Heating / Lighting / Ventilation |  |
| 1. Resources |  |
| 1. Would you recommend this location for future training? Please specify |  |

**Issues / Comments**

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|  |

Signed:

Date:

Print Name:

Company: