## 1. General Information

|  |  |
| --- | --- |
| Name of Training |  |
| Date of Training |  |
| Training Method |  |
| Trainer |  |
| Content |  |

## 2. Participants

| No. | Name | Signature | Successful |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |

## 3. Confirmation

Hereby, the training supervisor confirms the successful completion of this training for all participants as indicated in the table above.

| Action | Name | Team / Role | Date | Signature |
| --- | --- | --- | --- | --- |
| Confirmation |  |  |  |  |

## 4. Evaluation

To be applied after training which has no included effectiveness check (e.g. electronic test): assessment of effectiveness should be typically carried out by a supervisor. By derogation, a self-assessment is possible, provided that no second person can adequately evaluate the effectiveness.

| Action | Name | Team / Role | Date | Signature |
| --- | --- | --- | --- | --- |
| Review |  |  |  |  |

| Aspect | Objectives (largely) not achieved | Objectives partially achieved | Objectives (largely) achieved | Commentary |
| --- | --- | --- | --- | --- |
| Applicability and practical relevance |  |  |  |  |
| Comprehensibility |  |  |  |  |
| Depth |  |  |  |  |

[ ] The training has sufficiently achieved the objective. No further actions are necessary.

[ ] The training has not sufficiently achieved the objective. The following actions are proposed.

Actions:

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