

GMP Training Report

Conclusion

Summarise the main points of the training
Link to the next session or workplace activity/practice sessions
Check to ensure all learning outcomes were met.
Thank trainee for their participation

Trainer's Checklist

- 1) Review all learning outcomes with the Trainee and check for comprehension.
- 2) Complete Training Record sheet and other related documentation. Check all signatures.
- 3) Organise a mentor/buddy if required for follow up practice sessions.
- 4) Set times and dates for supervised practice sessions.
- 5) Send completed training documentation to Manufacturing Learning for filing in Trainee's Training file.
- 6) Explain the formal Assessment process and related Assessment documentation (Skills Matrixes) and give accredited Workplace Assessor contact details to Trainee.
- 7) Outline any other follow up activities that may be required after training is complete.

Training Record Sheet

Trainee's Name: (please print)	
Work area:	
Trainer's Name:(please print)	
Training Period:	From: To:

Learning Outcomes	Outcomes Achieved (Yes/No)	Trainer's Signature	Date Completed
List skills to be demonstrated here			