

# Training Session Summary Template

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**Title:** Training Session Summary

**Date:** [Insert Date]

**Time:** [Insert Time]

**Attendees:** [List Names]

**Trainer:** [Insert Trainer Name]

**Agenda:**

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

**Summary:**

- **Key Learning Points:** Summarize the main topics and skills covered in the training.
- **Participant Feedback:** Note any significant feedback from participants.
- **Decisions:** Document any decisions made regarding future training or follow-up activities.
- **Action Items:** List tasks or follow-up actions assigned, with responsible persons and deadlines.

**Next Training Session:** [Insert Date and Time]