Training Agenda Template

Name of Trainee:	
Date of Joining:	
Department:	
Area of Specialisation:	
Training topic to be Cover:	
(1) Company Details:	
(2) Awareness Program:	
(3) Departmental activites	

Sr.no	Date	Department	Time From	То	Days// Hours	Remarks	Sign. of Hod
	*						
	5						