

## Overview

<b>Travel Dates</b>	DD/MM/YYYY
<b>Employee Name</b>	Name, Title

## Report

<b>Date</b>	DD/MM/YYYY		
<b>Location</b>	[Redacted]		
<b>Purpose</b>	[Redacted]		
<b>Who you met with</b>	<ul style="list-style-type: none"> <li>◆ [Redacted]</li> <li>◆ [Redacted]</li> <li>◆ [Redacted]</li> </ul>	<ul style="list-style-type: none"> <li>◆ [Redacted]</li> <li>◆ [Redacted]</li> <li>◆ [Redacted]</li> </ul>	
<b>Discussion Highlights</b>	<ul style="list-style-type: none"> <li>◆ highlight 1</li> <li>◆ highlight 2</li> <li>◆ highlight 3</li> </ul>		
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>◆ Outcome</li> <li>◆ Outcome</li> <li>◆ Outcome</li> </ul>		
<b>Follow Up Required/ Action Items</b>	<b>Action Item</b>	<b>Assigned to</b>	<b>Deadline for Completion</b>
	[Redacted]	[Redacted]	DD/MM/YYYY
	[Redacted]	[Redacted]	DD/MM/YYYY
	[Redacted]	[Redacted]	DD/MM/YYYY
[Redacted]	[Redacted]	[Redacted]	DD/MM/YYYY

This page is not available for preview.  
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.