

## About the Document

<b>name</b>	<b>TD-ALL-4210-M. Conference or Training Report Form</b>
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	<p>A form that documents the outcome of participation in a conference or training.</p> <p>Used to:</p> <ul style="list-style-type: none"> <li>◆ Share acquired knowledge</li> <li>◆ Document events, key contacts, and new leads</li> <li>◆ Document follow up or action items</li> <li>◆ Ensure the Company receives appropriate return on investment for training expenses</li> </ul>
<b>who uses it</b>	Employees who participate in conferences or training
<b>used with</b>	<ul style="list-style-type: none"> <li>◆ <i>TD-ALL-4220-M. Training or Conference Pre-Approval Form</i></li> </ul>

## Why This Process is Important

This process ensures that we document and share the value of attending events for which the Company has incurred a cost.

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste:



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