

About the Document

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

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.

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