

Overview

Purpose of this Report	<input type="checkbox"/> Conference/Event <input type="checkbox"/> Training <input type="checkbox"/> Other: Specify
Date of Report	DD/MM/YYYY
Employee Name	Name, Title

Conference Report

Document attendance at conference and report on key takeaways. Delete section if not applicable.

CONFERENCE INFORMATION

Conference Name	Name of Conference	
Description	Description of Conference	
Dates (from-to)	DD/MM/YYYY to DD/MM/YYYY	
Location	Location	
Were travel expenses incurred to attend this event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, insert travel dates: From: DD/MM/YYYY To: DD/MM/YYYY

SESSION 1: NAME OF CONFERENCE SESSION ATTENDED

Session Description	
3 Key Takeaways	<ul style="list-style-type: none"> ◆ [] ◆ [] ◆ []
Actions you will take in response	<ul style="list-style-type: none"> ◆ [] ◆ [] ◆ []

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- 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!



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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
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Location	Location <input type="text"/>	
Were travel expenses incurred to attend this training?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, insert travel dates: From: <input type="text"/> To: <input type="text"/>
3 Key Takeaways	<ul style="list-style-type: none"> ◆ <input type="text"/> ◆ <input type="text"/> ◆ <input type="text"/> 	
Actions you will take in response	<ul style="list-style-type: none"> ◆ <input type="text"/> ◆ <input type="text"/> ◆ <input type="text"/> 	

Contacts & Leads

In the table below, document relevant leads, key contacts, and/or prospects for top talent you met at the conference or training.

Contact/Lead	Contact Details
Name: <input type="text"/> Title: <input type="text"/> Potential relationship and benefit to company: <input type="text"/>	<input type="text"/>
Name: <input type="text"/> Title: <input type="text"/> Potential relationship and benefit to company: <input type="text"/>	<input type="text"/>
Name: <input type="text"/> Title: <input type="text"/> Potential relationship and benefit to company: <input type="text"/>	<input type="text"/>

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