Sample template for recording in-house training/ other training for example PHO training

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| --- |
| Training Topic:  |
| Practice Name |  |
| Trainers name, designation and expertise: |  |
| Venue  |  |
| Date of training: |  |
| Total duration of training  |  |
| Training content: |  |
| learning outcomes: |  |
| Attendees |
| Team member Name  | Role/designation | Signature  |
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Signed by: Trainer/presenter or manager