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