# L&D Monitoring Report

${dateRange}

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **L&D Needs (Competencies)** | **#** | **Intervention** | **Evaluation** | **TARGET PARTICIPANTS (Name)** | **SCHEDULE** | **Remarks** | **Completion Date** |
| ${competency} | ${count} | ${certificate\_title} | Learning Application | **${name}** | January – December ${year} | Completed | ${date\_covered} |
| **Percentage of faculty who attended seminars/trainings : ${facultyPercentage}%**  **Percentage of Non-Teaching who attended seminars/trainings : ${nonPercentage}%** | | | | | | | |

Prepared by:

${coorsign}

**${coorname}**

L&D Coordinator, ${college}

${training}

**ATTENDANCE REPORT**

**Name:** ${name}

**Title of Intervention Attended:** ${certificate\_title}

**Date Conducted:** ${date\_covered}

**Venue:** ${venue}

**Sponsors:** ${sponsors}

**Specific Competency target to Develop/Enhance:** ${competency}

|  |
| --- |
| **Knowledge Acquired (What skills, knowledge and attitude I required):**  ${knowledge\_acquired} |
| **Outcome:**  ${outcome} |
| **Personal Action:**  ${personal\_action} |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Signature | Date | Supervisor’s Signature | Date |
| ${esign} | ${edate} | ${ssign} | ${sdate} |

**Certificate:**

${certificate}

${/training}