**The Loddon Training & Consultancy**

**Issues Arising Form**

**Specialist Trainers running the course should complete this form after each training course, action issues if necessary and pass to Administration Specialists for archiving.**

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| **Course: …………………………………………………………………………**  **Date: …………………………………………………………………………**  **Times: …………………………………………………….……………………**  **Venue: …..………………………………………………………………………..**  **Trainers: ……………………………………………………….……………………** |

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| **Issue/s arising :** |

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| **Specialist Trainer name: ………………….**  **Signature: ……………………….**  **Date: ………………………** | **Specialist Trainer name: .……..………….**  **Signature: ……………………….**  **Date: …………………………** |

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| **To be completed by The Director**  **Action/s to be made:**  **Name: Signature: Date:** |