



EDT

# VBA Training Summary Report

(Completed by Primary Instructor)

<b>Training Title:</b>																																																					
<b>TMS #:</b>																																																					
<b>VA Business Line:</b>																																																					
<b>Regional Office:</b>																																																					
<b>Date:</b>																																																					
<b>Location:</b>																																																					
<b>Student Makeup:</b>																																																					
<b>Primary Instructor Last Name</b>			<b>First</b>																																																		
<b>Assistant Instructor Last Name</b>			<b>First</b>																																																		
<b>Location Training Materials Stored:</b>																																																					
<b>Were all learning objectives accomplished?</b>			<b>Yes</b>		<b>No</b>																																																
<b>Was the training successful?</b>			<b>Yes</b>		<b>No</b>																																																
<table border="1"><thead><tr><th><b>Resources</b></th><th><b>Sat</b></th><th><b>Unsat</b></th><th><b>Student and Instructor Data</b></th><th><b>Sat</b></th><th><b>Unsat</b></th></tr></thead><tbody><tr><td>Training Materials</td><td></td><td></td><td>Students Matched Target Audience</td><td></td><td></td></tr><tr><td>Training Equipment</td><td></td><td></td><td>Student Attendance</td><td></td><td></td></tr><tr><td>Student Materials</td><td></td><td></td><td>Student Remediation</td><td></td><td></td></tr><tr><td>Training Facility (if ILT) or Virtual Classroom (if IWT)</td><td></td><td></td><td>Student Motivation</td><td></td><td></td></tr><tr><td>Lesson Plan</td><td></td><td></td><td>Overall Training Goal Achieved</td><td></td><td></td></tr><tr><td>Staff</td><td></td><td></td><td>Students Notified of Training</td><td></td><td></td></tr><tr><td>Time Allotted</td><td></td><td></td><td>In-Progress Review</td><td></td><td></td></tr></tbody></table>						<b>Resources</b>	<b>Sat</b>	<b>Unsat</b>	<b>Student and Instructor Data</b>	<b>Sat</b>	<b>Unsat</b>	Training Materials			Students Matched Target Audience			Training Equipment			Student Attendance			Student Materials			Student Remediation			Training Facility (if ILT) or Virtual Classroom (if IWT)			Student Motivation			Lesson Plan			Overall Training Goal Achieved			Staff			Students Notified of Training			Time Allotted			In-Progress Review		
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<b>(Optional) Any Additional Comments:</b>																																																					
<b>Please enter your email address:</b>																																																					