



Student
Media
Office

Control Number: ____

WORKSHOP DOCUMENTATION

The Workshop Documentation Form is a tool accomplished by the Coordinator for Training after each workshop session. It is used to determine the effectiveness of a particular course or speaker in meeting the objectives of the workshop.

About the Workshop

Workshop Title			
Venue		Date and Time	
Workshop Description			
Objectives	1.		
	2.		
	3.		

Speaker's Profile

Full Name	
Designation	
Affiliation	
Contact Details	
TIN	

Attachments

<input type="checkbox"/> Attendance	<input type="checkbox"/> Evaluation Summary
<input type="checkbox"/> Outline of Workshop	<input type="checkbox"/> Minutes of the Workshop
<input type="checkbox"/> Slides	<input type="checkbox"/> Handout Sample
<input type="checkbox"/> Exercise Sample	<input type="checkbox"/> Speaker's Resume
<input type="checkbox"/> Researched Information About the Speaker	<input type="checkbox"/> Expenses
<input type="checkbox"/> Photos	

Recommendations

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