**Documentation of the Training Sessions**

This template gives you a framework for documenting your training sessions of your TOURIST competence centre. Please feel free to adapt this template according to your needs but make sure that the most relevant information is still included. Please keep in mind that for each training session such a documentation sheet needs to be filled in and saved on google drive in WP4 - <https://drive.google.com/drive/folders/0B4Jw4CVxmc7pUlBmSjJTUVFwZ1k>

Please state the name of your university/center here: NAME OF YOUR UNIVERSITY

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| Most important information about the training session at a glance | |
| Company/association that participated in the training session |  |
| Date and location of the training session |  |
| Names of the trainers |  |
| Number of participants of the training session |  |
| Overview of the topics covered |  |

Within this table each partner can give more specific information about the training session:

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| Detailed information about the training session | |
| Topics covered in detail | * Topic a – detailed description of sub-topics * Topic b – detailed description of sub-topics * … |
| Teaching methods applied | Please inform about the teaching methods applied e.g. workshop, theory lecturing, world café, etc. |
| Training materials used | Please inform about the type of materials you used for the training. Did you use the TOURIST materials or did you create your own? … |
| Technical equipment used | Please inform about the technical equipment you used and let us know if the TOURIST equipment was of any use for you. |
| Added value of the training for the participants |  |
| … |  |

Please use this area to give us an input for social media and our website. Please make sure that your client is happy with spreading the information online in advance. A short PR text and even pictures supports us in advancing our media presence.

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