

V Tab (Training) Outline/Keyword Worksheet Training Session Title _____ Dates/Hours _____

A1 – Why did you enroll in this training	A2—What NEW skills and knowledge did you gain from this training? Be specific and consider technical, interpersonal, etc.	A3—How and where has the new knowledge/skills been applied in your work or personal life.	Documentation—List the documents or artifacts that you can provide to verify the training and to support the time, skills, and knowledge gained?
A1	A2	A3	documents to be included:

After completing this keyword worksheet, begin drafting. In writing your self-assessment, especially questions A-2 and A-3, you want to focus on what you learned during this training, i.e., fully explain what the items above entail and the skills and knowledge you gained, including examples and details that show your learning.