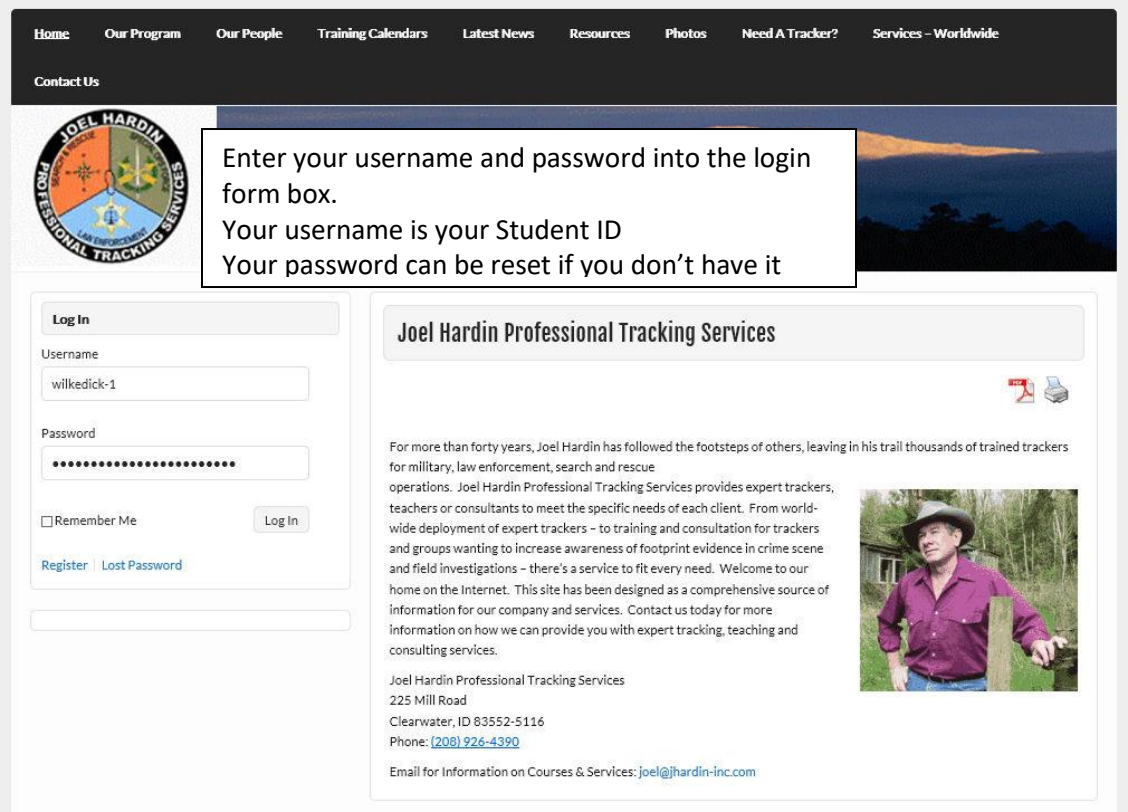
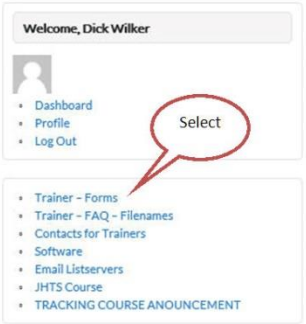
Training Report Form Checkout

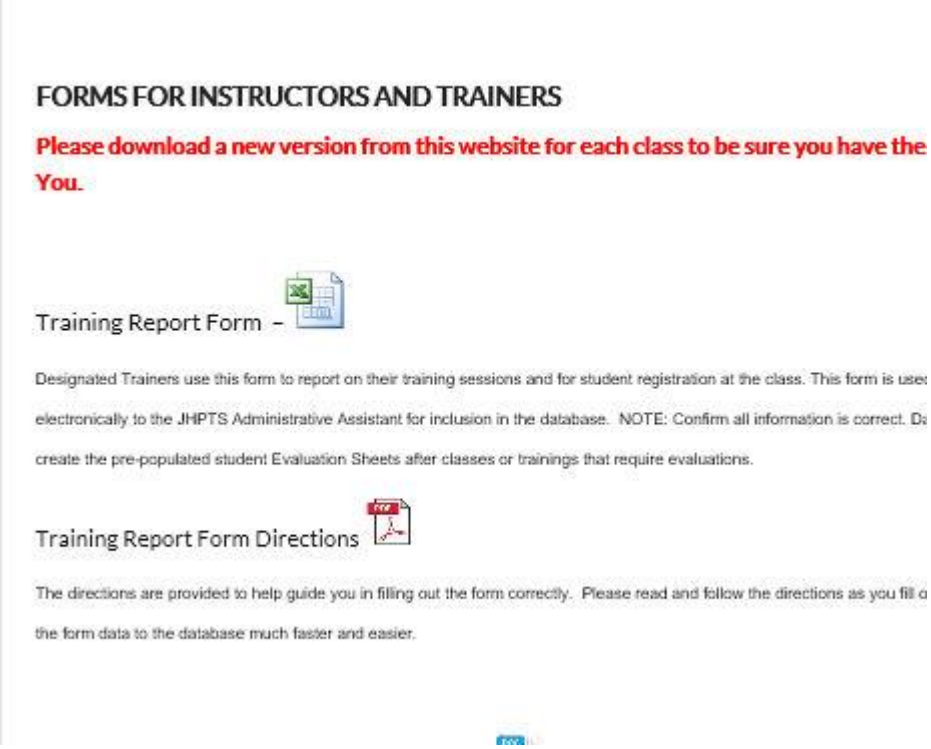
To login go to http://www.jhardin-inc.com/web/



Select Trainer-Forms

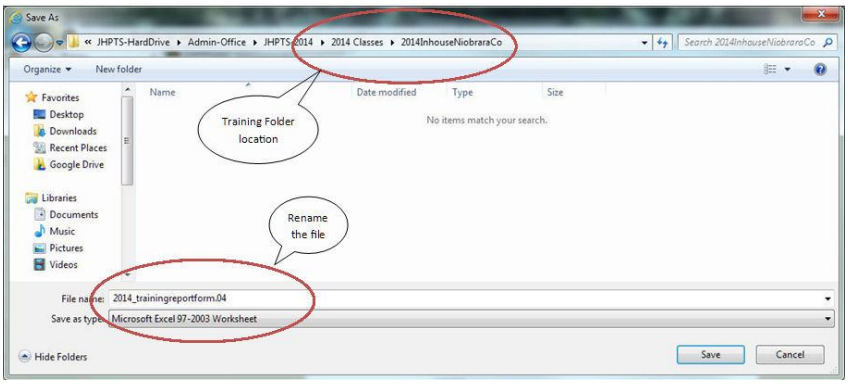


On the Forms page go down the list to "Training Report Form –XLS-"



Check out the form from the Trainers page of the web site by clicking on the symbol.

I usually choose Save As and rename it to a folder named for the location and date of training. Example: Boise 10-13-2013.



Check to ensure that you are choosing the Microsoft Excell 97-2003 worksheet option.

If you print out and create a hand filled out copy then keep that for your records. Fill out the electronic file and send it to Sharon Ward at: sharonwardor@gmail.com

Training Report Form Directions

Refer to the illustration below of the Report Form for location referred to by the numbers comments below.

1 Class Sponsor: Name of sponsoring agency
Location: Fill in the closest town, state. Not simply SAR building. You can include such info as freeway exit, trail head, or other local designation as appropriate. (Pretend you need to Google this location)

2 Class Dates: Use format XX/YY/ZZZZ or XX/YY-YY/ZZZZ
Duration: Number of hours for the training. (Nearest hrs)
Time: This is the time the class/training starts (Nearest hr)
Note: If some students did not attend the full training then use the Hrs Attd block below.

3 Select one: Use X or XX to designate either JHPTS class or In-House class.

4 Trainers # 1-5: List the names of each trainer and instructor.
Trainers and instructors: sign in with full details in the attendance block.

5 Training Presented: List Modules presented. Example BT1 or AT16
Narrative: Give details of training presented.

6 Notes: Use this space to make any notes on appropriate subject not covered by other blocks.

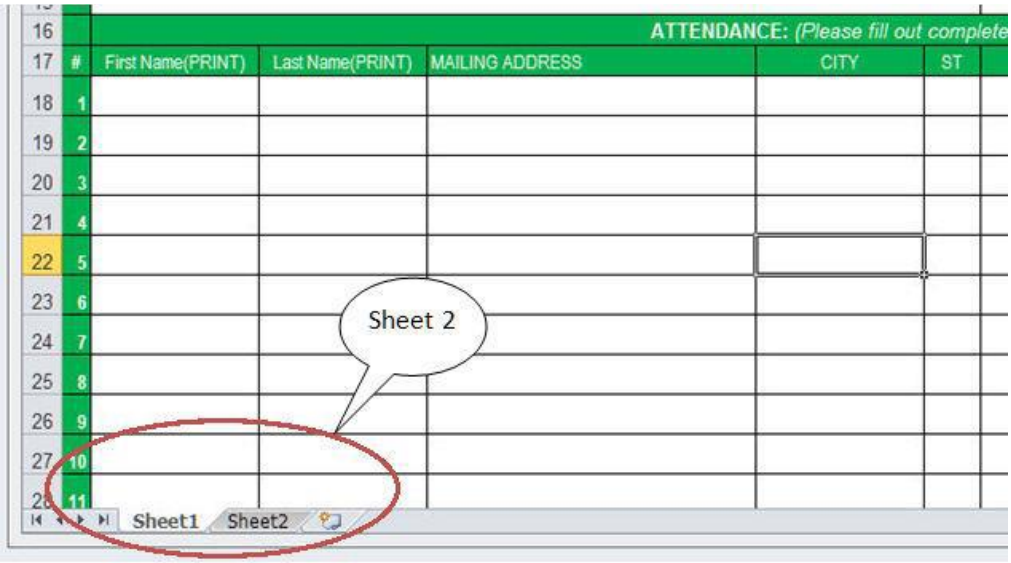
7 Ground/Weather: Give brief description of conditions during the time of training.

8 Attendance: List names and full contact information for all attendees including the Trainers or Instructors. I need the complete data for each attendee.

9 Please do not abbreviate the Cert Level! Use Novice, Basic, Apprentice, Journeyman or Signcutter. Note Signcutter is one word.

10 Trainer Use Only: Use the Hrs Attended block to record the student's attendance.

Sheet two is provided for additional attendees. The information requirements repeat. Click on the sheet 2 tab at the bottom.



Questions? Contact Sharon at sharonwardor@gmail.com

REPORT FORM – BEST PRACTICES

This Excel form is preformatted to present a constant appearance and maintain file integrity.

Use the following procedures when moving names around or other data within the report form cells, such as adding from an existing form or deleting lines from the current form:

1. Do not copy from an existing form and then just paste the data into the new cell(s).
   Use copy and then select "Paste Special" from the paste options tab, then choose "Value or Text" from the paste special drop down menu. This works well when you are moving data from an older version form to the new one. This avoids carrying the entire cell formatting along with the paste process.

2. If you are removing data do not delete or cut! That will destroy the cell formatting causing the form to look pretty ragged. Just highlight the cells, do a right click over the highlighted cells and choose "Clear Contents".

3. If you are coping from and older form you may run into a situation which warns that the cells are not the same size! In that case you will need to pick the cell to be copied which will also cause the data to appear in the function bar at the top of the excel page. Highlight and copy from the function bar and then chose the cell you are going to copy into and then paste into the function bar of the new form. You don't need to past special in this case.