

CEOS WGCapD Training Report

Training Title

Start Date – End Date

Location (e.g. City, Country or ‘Virtual Training’ if online)

WGCapD Deliverable: CB-##

**Training Report**

**Insert Title of Training Here**

**Training Description:** Concise paragraph description that gives a high-level overview of the training.

**Training Objectives & Expected Outcomes:**

* X
* Y
* Z

*Training Type*: In-person workshop, webinar, MOOC, etc.

*Training Theme*: This can be a thematic area (e.g. water, disasters) or EO (e.g. SAR)

*Training Language(s)*: List the language(s) the training was conducted in

*Event Photo*: Insert a group photo (if available)

*Host Organization(s)*: Organization(s) that hosted and conducted the training

*Instructor(s)*:

* Name, Organization
* Name, Organization

**Participant Overview:**

*Attendance*: ##

*Trainee Information*: Include information like a list of organizations, pie chart of the sectors represented, gender statistics, countries represented, etc.

For sectors represented, a suggested list includes: Academic Institution, Research Institution, Local Government, State/Provincial Government, Federal/Central Government, Intergovernmental Organization, Consortium, Private Sector (For Profit), Private Sector (Non-Profit)/Voluntary or NGO, Tribal Entity, and Miscellaneous/Other

**Lessons Learned:**

* Bulleted list of take aways and lessons learned during the training to help inform future trainings

**Summary of Survey Results:**

Insert an overview of results from post-training survey

**Appendix:**

*\*\*\* Note: the separate trainee list spreadsheet should accompany this document \*\*\**

1. Agenda: Insert agenda here
2. Photos you’d like to share
3. Any supplemental materials
4. Any training content you’d like to share
5. Other resources
6. Etc.