

## Classroom Training Form – with Internal Trainer

Name: Susy Jones (*Name of the internal trainer*)

Dates of Training: May 20 – 24, 2012

Type of Training: Sales Training

Key Learning Points:

Participants will learn to:

- Ask questions to effectively identify customer needs
- Actively Listen to customer concerns
- Explain the features and benefits of the EYZ product
- Overcome client objections

8 hours of Development

32 Hours of Facilitation

40 Hours Total X \$25.00 = \$1000.00

Participants Trained:

*(Names of new employees that were trained)*

\*\*\*This would be submitted as Job Skill training. You are training your new employees on a skill related to their job and the training is done by one of your internal employees/trainers. The reimbursement would be to cover the wages of the internal trainers time for development of training materials and time conducting the actual training.

\*\*\*In addition, you will need to include documentation that can verify the rate of pay for the internal trainer.