



YUKON HERITAGE TRAINING FUND

HTF WRITTEN REPORT FORM GROUP

PART A: PROJECT DETAILS

Group Name:

Contact Name:

Training Title:

Training Date(s):

Training Location(s):

Trainer(s):

Total # Participants:

Participants that Completed Training:

PART B: TRAINING DESCRIPTION AND BENEFITS

1. Describe the content, format, and methods of the training. Consider the following:
 - a. What topics were covered by the training?
 - b. How was content/information shared during the training?
 - c. Did participants take an active role in the training, and if so, how? What activities did participants complete, if any?
 - d. What resources or tools, if any, were provided to participants?



HTF WRITTEN REPORT FORM GROUP

2. List all training participants (trainees).

3. Describe the benefits of the training project as related to the purpose and expected outcomes of HTF (e.g. acquired skills, insights, lessons, new views, opportunities).

PART C: TRAINING EVALUATION

4. Please indicate your level of agreement with the following statements:

This training has helped to provide Yukon heritage sector employers with a better-trained labour force.

- Strongly Agree Agree Undecided Disagree Strongly Disagree

This training supports the attraction and/or retention of heritage workers.

- Strongly Agree Agree Undecided Disagree Strongly Disagree



YUKON HERITAGE TRAINING FUND

HTF WRITTEN REPORT FORM GROUP

This training supports capacity development and long-term sustainability in heritage.

- Strongly Agree Agree Undecided Disagree Strongly Disagree

PART D: REPORT CHECKLIST

- Completed report form
- Completed financial report
- Supporting documents for financial report (receipts/invoices or signed affidavit)
- Completed participant surveys

PART E: AFFIRMATION

I affirm that the statements in this report and in all further submissions regarding this report are, to the best of my knowledge, true and correct, and that I am authorized to act on behalf of the funding recipient. I understand that the information provided in this report, any related submissions, and any related correspondence with the Fund may be shared with the Government of Yukon.

Name (Please Print)

Signature

Date