

## IDA Training Grant PROGRESS Report

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| Company Details | |
| ***Company Name*** |  |
| ***Primary Contact*** |  |
| ***Report Author*** |  |
| ***Address*** |  |
| ***Tel*** |  |
| ***Email*** |  |

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| Project Details |

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| ***Project Title*** |  |
| ***Project Reference Number*** |  |
| ***Claim Number*** |  |
| ***Period of Training Programme*** |  |

***Explanatory Note:***

***Please provide concise/brief responses in the following four (4) tables relevant to the Training Plan.***

***It is preferable to complete each Table in no more than 400 words, please use plain English, information can be quantitative and given in bullet point format.***

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| Training Plan Progress  Please provide a brief narrative on the progress of the Training Plan, by taking account the purpose and key business objectives. (no more than 400 words) |

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| Training Plan Impact  Please provide a brief narrative on the impact of the Training Plan against the key strategic challenges as outlined in Training Application.  (no more than 400 Words) |

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| Training Plan – Performance against Ultimate Business Outcomes  Please provide a brief narrative on performance of the Training Plan against the identified business outcomes/metrics as outlined in the Training Application). (no more than 400 Words) |

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| Training Plan – Overall Conclusion & Commentary  Please provide a brief conclusion that outlines any additional narrative to the IDA on the achievements of the Training Programme in respect of staff and corporate recognition and if relevant on the job training and train the trainer training. (no more than 400 Words) |

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