**Session Worksheet**

*For your convenience, this worksheet will assist you in noting session highlights after each session. Record your key takeaways, action items and estimated ROI. Reference when creating your post-training report.*

**Session Title:**

**Session Format:**

**Session Trainers/Resources:**

**Session Summary:** <summarize session in your own words; reference BOA worksheet>

**Major Takeaways:** <describe concepts, management methods or industry concepts learned; reference BOA worksheet>

**Action Items Identified:** <describe actions that will add value to your organization>

**Estimated Return on Investment:** <if possible, estimate the cost savings and ROI by implementing the actions described above>

Repeat this section for all of sessions you attend.

**Professional Contacts**

*Include contact information for all trainers and on-farm resources whom may be useful in the future.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Detail** | **Discussion Description** |
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Repeat this section as appropriate for all contacts you meet and wish to follow up with.