

Universiti Malaysia Sarawak

This form is to be completed by the attendee to a course, workshop or seminar held outside UNIMAS or online.

- Required attachments**
- a) Attendance list of knowledge sharing session.
 - b) Training materials

Part A: Attendee's Details

Full Name	
Faculty/Institute/Centre	
Programme	
Title of Training	
Date of training	
Venue of training/ Training Website	

Part B: Report

1. Please state explicitly the knowledge and/or skills that you have gained from the training and indicate your level of the stated knowledge and/or skills in the following table.

State explicitly the knowledge and/or skills that you have gained from the training		Please indicate your level of knowledge and skill				
		Very Low	Low	Medium	High	Very High
	before the training	1	2	3	4	5
	after the training	1	2	3	4	5
	before the training	1	2	3	4	5
	after the training	1	2	3	4	5
	before the training	1	2	3	4	5
	after the training	1	2	3	4	5

2. Propose **TWO (2)** specific ways on how you can contribute to the enhancement of teaching and learning of your faculty/centre or the university after attending this training.

Way to contribute	Proposed Implementation Date/Period

3. Will you recommend this training to your colleagues?

	Yes
	No

Why?

Applicant's signature and stamp





Date

Day	Month	Year

Dean's signature and stamp





Date

Day	Month	Year

Part C: For Office Purpose Only

Date received:

Complete

Incomplete

Checked by:

Notes:

Comments by ATU Coordinator

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**ATU Coordinator's
Signature & Stamp**





Date

Day	Month	Year

