

# Dear Trainer Letter:

*The purpose of the “Dear Trainer Letter” is to provide the trainers with instant evaluation about the day’s events and reinforce the learning that has occurred in the room.*

*Identify EVERYTHING you learned today that you believe you can IMMEDIATELY apply to your work AT THE OFFICE. This information will be returned to you at the end of tomorrow’s training session.*

*You may also wish to include comments about the session content, personal feelings, and/or any other related areas.*

Name: \_\_\_\_\_