

BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
CONFERENCE REPORT FORM

Name of Employee: _____ Date: _____

Department: _____ Rank/Position: _____

Phone No.: _____ BU Email: _____

Conference attended as per details below:

Title of Conference: _____

Organizer: _____

Venue of Conference: _____

Commencement Date: _____ Completion Date: _____

I. Describe subject covered during the conference (*Please use additional sheets if required*)

II. Propose how the knowledge & skills gained from the workshop/training/conference can be utilised to further improve the effective delivery of services of the University (*Please use additional sheets if required*)

III. Include the date you wish to share the knowledge gained with others in this field
