



**ATTACHMENT K
CY24 SBDC SERVICE CENTER
MANAGEMENT TRAINING REPORT**

Attachment K is an example of the Management Training Report generated by Neoserra. Please use the Report generated by Neoserra and not this attachment.

Management Training Report

1. Name of the Office: _____

Location Code: _____

City/State of Office Location: _____

Trainer Initials: _____

2. Organization:	3. Date Training	4. No Sessions	5. Total Hours
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6. Title of Training	7. Location of Training
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<p>8. Total Number Trained _____</p> <table style="width:100%;"> <tr> <td>_____ Currently in business</td> <td>_____ Total Veterans</td> </tr> <tr> <td>_____ Not yet in business</td> <td>_____ Service Disabled</td> </tr> <tr> <td>_____ People with disabilities</td> <td>_____ Members of the Reserves or National</td> </tr> <tr> <td>_____ Women</td> <td>_____ Military Spouse</td> </tr> </table>	_____ Currently in business	_____ Total Veterans	_____ Not yet in business	_____ Service Disabled	_____ People with disabilities	_____ Members of the Reserves or National	_____ Women	_____ Military Spouse	<p>9. Total Number Minorities Trained _____</p> <p>Race</p> <p>_____ Asians</p> <p>_____ Black or African American</p> <p>_____ Native Americans or Alaskan Natives</p> <p>_____ Native Hawaiians or other Pacific</p> <p>_____ White</p> <p>Ethnicity</p> <p>_____ Hispanic Origin</p> <p>_____ Not of Hispanic Origin</p>
_____ Currently in business	_____ Total Veterans								
_____ Not yet in business	_____ Service Disabled								
_____ People with disabilities	_____ Members of the Reserves or National								
_____ Women	_____ Military Spouse								

10. Training Topic(s):

11. Partner(s) Participating:

<input type="checkbox"/> SCORE	<input type="checkbox"/> Cluster	<input type="checkbox"/> For-Profit Organization	<input type="checkbox"/> Faith Based Org.	<input type="checkbox"/> Other
<input type="checkbox"/> SBDC	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Online Training	<input type="checkbox"/> SBA Office	
<input type="checkbox"/> WBC	<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> SBA District Office	<input type="checkbox"/> Govt Agency	
<input type="checkbox"/> VBOC	<input type="checkbox"/> Trade or Prof. Assoc.	<input type="checkbox"/> Minority Serving Inst.	<input type="checkbox"/> USDA	

<p>13. Attendee Fee:</p> <table style="width:100%;"> <tr> <td>Full Fee:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>Discounted Fee #1:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>Discounted Fee #2:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>Discounted Fee #3:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>Discounted Fee #4:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>Discounted Fee #5:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>Discounted Fee #6:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>No Fee:</td> <td align="center">0 X</td> <td align="right">\$ 0.00 =</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>No Show Income:</td> <td align="center">0 X</td> <td align="right">=</td> <td align="right">\$ 0.00</td> </tr> <tr> <td>Other Income:</td> <td></td> <td align="right">=</td> <td align="right">\$ 0.00</td> </tr> <tr> <td align="right">14. Total Gross</td> <td></td> <td></td> <td align="right">\$ 0.00</td> </tr> </table>	Full Fee:	0 X	\$ 0.00 =	\$ 0.00	Discounted Fee #1:	0 X	\$ 0.00 =	\$ 0.00	Discounted Fee #2:	0 X	\$ 0.00 =	\$ 0.00	Discounted Fee #3:	0 X	\$ 0.00 =	\$ 0.00	Discounted Fee #4:	0 X	\$ 0.00 =	\$ 0.00	Discounted Fee #5:	0 X	\$ 0.00 =	\$ 0.00	Discounted Fee #6:	0 X	\$ 0.00 =	\$ 0.00	No Fee:	0 X	\$ 0.00 =	\$ 0.00	No Show Income:	0 X	=	\$ 0.00	Other Income:		=	\$ 0.00	14. Total Gross			\$ 0.00	<p>16. Language(s) Used:</p> <hr/> <p>15. Fee Distribution</p> <table style="width:100%;"> <tr> <td align="right">SCORE:</td> <td align="right">\$ 0.00</td> </tr> <tr> <td align="right">SBA:</td> <td align="right">\$ 0.00</td> </tr> <tr> <td align="right">SBDC:</td> <td align="right">\$ 0.00</td> </tr> <tr> <td align="right">Cosponsor(s):</td> <td align="right">\$ 0.00</td> </tr> </table>	SCORE:	\$ 0.00	SBA:	\$ 0.00	SBDC:	\$ 0.00	Cosponsor(s):	\$ 0.00
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17. Name of Sponsor: _____	18. Co-Sponsor: _____
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