

HIFIS Initiative Training Record

This form is to be completed by the HIFIS Trainer upon completion of the training session.

Training Information		
HIFIS Trainer's Name:		
Training Site:		
City:		
Province:		
Number of : Client Processing Trainees		
Number of : Administration Trainees		
Number of : Community Coordinator		
Names of Organizations Receiving Training:	How many were previously Trained?	
	When?	
	Which version?	
Date of Training:		

Comments from HIFIS Trainer
General Observations:
Comments:

Once you have completed the form, please send it to hifis-sisa@hrsdc-rhdsc.gc.ca or mail the form to:

Lyne Maisonneuve
National HIFIS Support/Trainer
HRSDC, Income Security and Social Development
165 Hôtel de Ville Street, 7th Floor
Place du Portage, Phase II
Gatineau, Quebec K1A 0J2

