**THE LEADright LEARNING INSTITUTE**

<July 10–15, 2017>

Fort Lauderdale, Florida

**Post-Learning Institute Report**

<your name here>

**Session Worksheet**

*For your convenience, we have created this worksheet to help you take notes during or after sessions so you may record key takeaways, action items and estimated return on investment (ROI).*

**Session Title:**

**Session Type:**

**Session Presenter:**

**Session Summary:** <summarize session in your own words>

**Major Takeaways:** <describe concepts, techniques or tips that were learned or re-emphasized>

**Action Items:** <describe actions that you intend to pursue within your organization>

**Estimated Return on Investment:** <if possible, estimate the cost savings and return on investment by implementing the actions described above>

Repeat for all sessions you attend.

**Professional Contacts**

*Include contact information for all presenters, attendees and exhibitors who may be useful to your organization.*

**Name:**

**Contact Details:**

**Discussion Description:**

Repeat as appropriate for all contacts you meet and wish to follow up with later.