Inservice Record Sheet

Instructions: Complete one for each inservice, as a summary of the training. Attach a copy of the presentation and any handouts.

Title/Subject _____

Date/Time: _____ Conducted by: _____

Purpose: _____ *(refresher, new policy, etc. if applicable)*

Summary of Presentation:

_____

_____

_____

_____

_____

Handouts *(if any)* _____

Any comments by participants – positive or negative?

_____

_____

_____

Any recommendations for next time?

_____

_____

Who came? (Number _____)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Completed by: _____ *(signature)* Date: _____

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❒ There's more information on the back.

❒ Additional materials attached.