

## Continuing Education Training Monitoring Report

Training Date:		Sponsoring Agency:	
Course Code:		Time of Training:	
Credit Hours:		Title of Training:	
Categories:			

1 <sup>st</sup> Segment:		Speakers:	
Start Time:			
Stop Time:			
Attendance:			

Relevant to category(ies)?	Yes		No	
Were audio-visual materials used?	Yes		No	
Type:				
Were there handouts?	Yes		No	
Type:				
Topics Covered / Comments:				

2 <sup>nd</sup> Segment:		Speakers:	
Start Time:			
Stop Time:			
Attendance:			

Relevant to category(ies)?	Yes		No	
Were audio-visual materials used?	Yes		No	
Type:				
Were there handouts?	Yes		No	
Type:				
Topics Covered / Comments:				

3 <sup>rd</sup> Segment:		Speakers:	
Start Time:			
Stop Time:			
Attendance:			

Relevant to category(ies)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Were audio-visual materials used?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Type:				
Were there handouts?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Type:				
Topics Covered / Comments:				

Was the facility adequate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Was attendance tracked properly?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Additional Comments:				

NCDA&CS Representative: \_\_\_\_\_ Date: \_\_\_\_\_

NCDA&CS representative:

1. Always introduce yourself or otherwise make your presence known to the training presenter/sponsor before the training begins, give a business card if you are not acquainted with the presenter/sponsor.
2. Evaluate the training course for time and topics covered using the course monitoring report form.
3. Make yourself available to answer questions from the audience or sponsor.
4. Please attach any handouts or agendas given out during the meeting.