

**Continuing Education Training
Monitoring Report**

Training Date:

Sponsoring Agency:

Course Code:

Title of Training:

Credit Hours:

Time of Training:

Categories:

1st Segment:
Start Time:
Stop Time:
Attendance:

Speakers:

Relevant to category(ies)?

Yes

No

Were audio-visual materials used?
Type:

Yes

No

Were there handouts?
Type:

Yes

No

Topics Covered / Comments:

2nd Segment:
Start Time:
Stop Time:
Attendance:

Speakers:

Relevant to category(ies)?

Yes

No

Were audio-visual materials used?
Type:

Yes

No

Were there handouts?
Type:

Yes

No

Topics Covered / Comments:

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.