



Internal/External Committee & Training/Workshop Report

Employee Name & Title:

Date of Meeting/Training/Workshop:

DETAILS OF MEETING/WORKSHOP/TRAINING

Name:

Acronym?

Location:

PURPOSE OF MEETING/WORKSHOP/TRAINING

BRIEF SUMMARY OF MEETING/WORKSHOP/TRAINING

ACTIONS/FOLLOW-UP REQUIRED

Location of Next Meeting

Date of Next Meeting

Signature of Employee

This report is to be submitted to the Executive Director immediately upon return to work. It will be a part of the program monthly report to the Board of Directors.