

Training Form to Capture Internal Department Specific Training Events and Activities

This form is a tool departments can use to capture department-specific training events and activities. This information can be entered into LMS by your department's LMS administrator for credit toward the County's annual 20-Hour Training Policy.

Examples of the types of training that can be applied toward the annual training requirement include, but are not limited to:

- **Division/Unit in-services:** On-the-job training/in-services, presentations, retreats, etc. – where new workflows, practices, procedures are taught and/or demonstrated.
- **Department-specific trainings**
- **Department retreats, brown bags, etc.**

Activity/In-service/Training Title:	
Provider (name of division/group):	
Leader/Facilitator/Supervisor:	
Date(s)/Time(s):	
Location:	
Hours Completed:	
Brief Description (1-2 sentences):	
Names of attendees (you may attach a roster):	
Approval signature (supervisor, manager, or instructor):	

Route this form to your department's [LMS administrator](#) for entry into LMS.