

# WORKSHOP REQUEST AND EDUCATION REPORT FORM

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Program: \_\_\_\_\_

Date: \_\_\_\_\_ Enrollment Deadline: \_\_\_\_\_

Location: \_\_\_\_\_

Objective of attending: \_\_\_\_\_

Send check to: \_\_\_\_\_

Cost: \_\_\_\_\_ Total check amount: \_\_\_\_\_

Charge to: \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_

1. Write a brief summary of program attended:

2. What specific recommendations for your department or JCH did you gain from this educational program?

3. Educational follow-up &/or suggestions for implementation:

Inservice date(s): \_\_\_\_\_

Group(s): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date