In-Service Lesson Plan and Sign-In

Plan a short education session and record who attended.

Topic

Presenter

Date and time

Location or link

Length (minutes)

Audience

Learning objectives (what attendees will be able to do)

Outline and key points

Teaching method and materials (demo, case, handout, return demonstration)

How learning will be checked (questions, return demo, post-test)

ATTENDANCE

Name	Role	Unit	Signature

Generic template from Actari (actarihealth.com). Adapt it to your organization's policies, regulations and scope of practice. Not clinical, legal or compliance advice.