

Job Aid – Tracking annual in-service completion

What you need to do



1. The training supervisor must track the completion of required annual in-services and training.
2. Document the date, presenter and names of staff completing the training.
 - a. If staff miss the date of the original presentation of the training, include the date they completed the training.
3. Use this information to complete the training portion of the annual Nutrition Services Plan.
4. Retain the documentation so it can be viewed during local agency reviews.
5. If the training is developed by staff from your agency:
 - a. Include the training objectives; and,
 - b. Retain copies of training objectives and training materials in your training files.

Training year _____

Annual Civil Rights training

Date _____

Presenter _____

Staff attending (list names)

Quarterly in-service 1

Date _____

Training Title _____

Presenter _____

Training objectives:

Staff attending (list names):

Quarterly in-service 2

Date _____

Training Title _____

Presenter _____

Training objectives:

Staff attending (list names):

Quarterly in-service 3

Date_____

Training Title_____

Presenter_____

Training objectives:

Staff attending (list names):

Quarterly in-service 4

Date_____

Training Title_____

Presenter_____

Training objectives:

Staff attending (list names):

Breastfeeding in-service

Date_____

Training Title_____

Presenter_____

Training objectives:

Staff attending (list names):

Additional in-services (optional)

Date_____

Training Title_____

Presenter_____

Training objectives:

Staff attending (list names)