





**Education Presentation Reporting  
 Prior Month Briefings Held Detail  
 Reporting Period \_\_\_\_\_**

**Briefing Date:**  
**Briefing Title:**  
**Briefing Location:**

**Responsibility:**  
**Presenter Name:**  
**Number Of Attendees:**  
**Audience Type:**  
**Duration Hours:**

<b>Volume &amp; Type of Materials Distributed:</b>
<b>Summary of Major Issues:</b>
<b>Suggested Follow Up Actions:</b>
<b>Major Facility Issues/Concerns:</b>
<b>Suggestions For Improvements:</b>

## Education Presentation Reporting Projected Briefing Schedule

Projected Briefing Date	Responsibility	Reporting Period	Briefing Title	Presenter Name

**Total Number Briefings To Be Held:**