

Instructions:

- Print the Professional Development Sign-in Sheet for face-face sessions.
- Fill out the session information.
- Have attendees print their first and last name and sign next to their name.
- If the attendee is attending via Vidyo or other means of connection, write their first and last name and designate how they connected to the session.
- After the session, send a copy of the completed in Professional Development Sign-in Sheet to Human Resources.