

# Incident Report

**Date:** [Insert Date]

**To:** [Board/Management Name]

**From:** [Your Name/Position]

**Subject:** Incident Report on Employee Training

## Incident Details

**Incident Date:** [Insert Date of Incident]

**Location:** [Insert Location]

**Description of Incident:**

[Provide a detailed description of the incident related to employee training]

## Action Taken

[Outline the actions taken immediately following the incident]

## Recommendations

[Provide recommendations for future training or policy adjustments]

**Prepared by:** [Your Name]

**Position:** [Your Position]

**Date:** [Insert Date]