



## Training Acknowledgment

Employee Name: Barbara Bayhan Policy/Procedure/Topic: STAFF MEETING

Trained By: KAREN KAUFMAN Date Trained: 6/25/2020

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Barbara Bayhan  
Employee Signature

6/25/2020  
Date

Karen Kaufman  
Home Manager Signature

6-25-2020  
Date

Copy to Employee  
Copy to Employee Personnel File/HR

- Dress code policy
- Medication checks
- Job duties
- Time clock
- Documentation
- Menu/meal times