

Employee Training Summary- Welcome Day

Employee Name:	Celia Quoi	Job Title:	DSP
Date:	12/3/2024	Time	9:00 am - 4:00 pm
Name of Training:	New Hire Orientation/Welcome Day		
Training Summary/Topics Covered	New Hire Orientation covers the following topics: • Employee Handbook and Human Resources Policies • General Job Expectations and Employee Code of Conduct • Anti-Harassment Expectations • Vulnerable Adult Act • Maltreatment of Minors • Mandated Reporting • LWDS VAA & MOMA Reporting Procedures • LWDS Organizational Policies/245D Policies • HIPAA • Living Well Mission, Vision, Values • Introduction to Computers and Technology at LWDS		
Instructor:	Stacy Roberts	Job Title	Learning and Development Specialist

I certify that the employee participated in the above-mentioned training:

Instructor Signature: Stacy Roberts **Date:** 12-3-2024

Managers, please place a copy of this in the employee's training file.