



## Employee Training Summary- Welcome Day

<b>Employee Name:</b>	<b>Whitney Keys</b>	<b>Job Title:</b>	<b>Assistant Program Manager</b>
<b>Date:</b>	<b>08-05-2025</b>	<b>Time</b>	9:00 am - 4:00 pm
<b>Name of Training:</b>	New Hire Orientation/Welcome Day		
<b>Training Summary/Topics Covered</b>	<p><b>New Hire Orientation covers the following topics:</b></p> <ul style="list-style-type: none"> <li>• Employee Handbook and Human Resources Policies</li> <li>• General Job Expectations and Employee Code of Conduct</li> <li>• Anti-Harassment Expectations</li> <li>• Vulnerable Adult Act</li> <li>• Maltreatment of Minors</li> <li>• Mandated Reporting</li> <li>• LWDS VAA &amp; MOMA Reporting Procedures</li> <li>• LWDS Organizational Policies/245D Policies</li> <li>• HIPAA</li> <li>• Living Well Mission, Vision, Values</li> <li>• Introduction to Computers and Technology at LWDS</li> <li>• Recipient Rights and Healthcare Bill of Rights</li> </ul>		
<b>Instructor:</b>	Stacy Roberts	<b>Job Title</b>	Learning and Development Specialist

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