



Training Summary Form

I. **Employee:** Maria Winters Topic: Incident and Emergency Reporting Credit Hours: 0.5

II. Description of Training Content:

Review and instruction on 245D requirements and company procedures for responding to, reporting and review of incidents and safety/emergencies, including implementation of staff responsibilities. Opportunity for questions and answers.

III. Training Procedures:

Training Format

☐ Self Study
☐ Individualized Training
☐ Supervisory Meeting
☐ Team Meeting
☐ Inservice
☐ Other: _____

Instructional Methods

☒ Written: Incident Policy and form
☐ Video/DVD : _____
☐ Oral Presentation and Dialogue
☐ Guided Observation
☐ Guided Practice
☐ Other: _____

IV. **Date(s):** 2-3-2020 (M/D/Y) Trainer/Position: H.R. Director

Time(s): 10 Am - 1030 Am
(AM or PM) Trainer Signature: [Signature]

Location(s): main office Employee Signature: [Signature]

Training hours need to be recorded by employee on corresponding timecard for reimbursement and training documentation purposes. Employees are encouraged to keep a copy of this verification for their personal records.