

Owakahi, Inc.
Training Summary Form

I. **Employee:** Kimberly A. Bequith **Topic:** Supervision **Credit Hours:** 1.0

II. **Description of Training Content:**

III. **Training Procedures:** Communication concerns, scheduling, professional interactions with people in great site, the importance of role with people, positive input

Training Format

- Self Study
- Individualized Training
- Team Meeting
- Owakahi Inservice
- Other: Supervisory mfg.

Instructional Methods

- Written: _____
- Oral Presentation and Dialogue
 - Guided Observation
 - Guided Practice
 - Other: _____

Demonstrated Competency

- Knowledge Testing (Quiz)
- Observed Skill Assessment
- Other: _____

IV. **Date(s):** 3/30/2020 **Trainer/Position:** Leadership Dev. manager

Time(s): 13-11:00a **Trainer Signature:** Jessica
 (AM or PM)

I understand the information received and my responsibilities for implementation with this company and persons served.

Employee Signature: Kimberly A. Bequith

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.