

Owakihi, Inc.
Training Summary Form

I. Employee: Aurora Riojas Topic: Supervision Credit Hours: 1.0

II. Description of Training Content: Communication concerns, scheduling, professional interactions
III. Training Procedures: With people living at site, the importance of the
role with people, positive input

<u>Training Format</u>		<u>Instructional Methods</u>		<u>Demonstrated Competency</u>	
☐ Self Study	☐ Written:	☐ Knowledge Testing (Quiz)			
☐ Individualized Training	☒ Oral Presentation and Dialogue	☐ Observed Skill Assessment			
☐ Team Meeting	☐ Guided Observation	☐ Other:			
☐ Owakihi Inservice	☐ Guided Practice				
☒ Other: <u>Supervisory</u>	☐ Other:				

IV. Date(s): 3/30/2020 Trainer/Position: Leadership Dev. manager
(M/D/Y)
Time(s): 10-11:00a Trainer Signature: [Signature]
(AM or PM)

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

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.