

Owakihi, Inc.
Training Summary Form

I. Employee: Dogtree Michaelson Topic: OC training Credit Hours: 4.0

II. Description of Training Content: Using email/okta account, entering time and approving time cardson next step
 III. Training Procedures: ADD importance of communication, addressing

Training Format	Instructional Methods	Demonstrated Competency
<input type="checkbox"/> Self Study <input type="checkbox"/> Individualized Training <input type="checkbox"/> Team Meeting <input checked="" type="checkbox"/> Owakihi Inservice <input type="checkbox"/> Other: _____	Written: _____ Oral Presentation and Dialogue Guided Observation Guided Practice Other: _____	Knowledge Testing (Quiz) _____ Observed Skill Assessment _____ Other: _____

IV. Date(s): 4/2/2020 Trainer/Position: Leadership Dev. Manager
 (M/D/Y)
 Time(s): 10-2:00p 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.