

Training Summary Form

I. Employee: Macy Kaufenberg Topic: EOE Training Credit Hours: .25

II. Description of Training Content:

III. Training Procedures:

Training Format

☒ Self Study
☐ Individualized Training
☐ Team Meeting
☐ Owakihi Inservice
☐ Other: _____

Instructional Methods

Written: _____
☐ Oral Presentation and Dialogue
☐ Guided Observation
☐ Guided Practice
☒ Other: Reading

Demonstrated Competency

Knowledge Testing (Quiz) _____
 Observed Skill Assessment ☒
 Other: Review w/ DM

IV. Date(s): 4/7/2020 Trainer/Position: DM
 Time(s): 10a-10:15am 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.