

Owakahi Inc.  
**Training Summary Form**

I. **Employee:** Ramela Giordano **Topic:** ADP AND NEXTSTEP 137 **Credit Hours:** \_\_\_\_\_

II. **Description of Training Content:**

ADP – New employees learn how to log on to ADP, how to create a new account, and use the timecard functions.  
Next Step – New employees learn how to log on to Next Step and use the features that are currently deployed at Owakahi.

III. **Training Procedures:**

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

IV. **Date(s):** 6/16/20 **Trainer/Position:** \_\_\_\_\_  
(M/D/Y)  
**Time(s):** 4pm **Trainer Signature:** \_\_\_\_\_  
(AM or PM)

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

**Employee Signature:** Ramela Giordano

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.