Owakihi Inc.
Training Summary Form

I.   Employee: _Francisco J. Castillo Martinez_   Topic: **ADP AND NEXTSTEP 137** Credit Hours: _.25_

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 Owakihi.

III.   **Training Procedures:**

Training Format	Instructional Methods	Demonstrated Competency
___ Individualized Training	___ Written:	___ Knowledge Testing (Quiz)
___ Team Meeting	__x_ Oral Presentation and Dialogue	___ Observed Skill Assessment
_x_ Owakihi Inservice	___ Guided Observation	___ Other:
___ Other:	___ Guided Practice	
	___ Other:	

IV.   Date(s): _2/17/20_
(M/D/Y)

Time(s): _____
(AM or PM)

Trainer/Position: _____

Trainer Signature: _Valerie Klase DC_

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

Employee 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.