

Training Summary Form

I. Employee: Kelvin Tang Topic: Scheduling Credit Hours: 1.5

II. Description of Training Content: discussion of schedule potential individuals on schedule plan for introductions and training. ADP, email registration.

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

IV. Date(s): 7/23/2020 Trainer/Position: Wadeurship
Time(s): 10-12:30P Trainer Signature: [Signature]

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.