



Training Summary Form

I. **Employee:** Lisa Veith **Topic:** ADP AND NEXTSTEP 137 Credit Hours: _____
OKTA, computer login.

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.

Adaptive Care – New employees learn how to log on to Adaptive Care and use the features that are currently deployed at Owakihi.

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 _____	Observed Skill Assessment _____
Owakihi Inservice	<u>x</u> _____	Guided Observation _____	Other: _____
Other:	_____	Guided Practice _____	
	_____	Other: _____	

IV. **Date(s):** 7/14/2020 **Trainer/Position:** Designated Manager
(M/D/Y)
Time(s): 9am **Trainer Signature:** Tina Spelman
(AM or PM)

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

Employee Signature: Lisa Veith

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.