

Training Summary Form

I. Employee: Abdi Mohamed Topic: ADP AND NEXTSTEP 137 Credit Hours: 1

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 Owakihl.

III. Training Procedures:

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

IV. Date(s): 3/10/20 (M/D/Y)
 Time(s): _____ (AM or PM)
 Trainer/Position: DM
 Trainer Signature: [Signature]
 Employee Signature: [Signature]
 I understand the information received and my responsibilities for implementation with this company and persons served.

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.