



Training Summary Form

I. **Employee:** Kayda Jackson **Topic:** Summer Ombudsman **Credit Hours:** 1.0 hours

II. **Description of Training Content:** Review of Summer Ombudsman Information including Insect Stings, Summer Alert, Water Safety, and Heatstroke.

III. Training Procedures:

Training Format

- Self Study
- Individualized Training
- Team Meeting
- Inservice
- Other: _____

Instructional Methods

- Written: _____
- Oral Presentation and Dialogue _____
- Guided Observation _____
- Guided Practice _____
- Other: _____

Demonstrated Competency

- Knowledge Testing (Quiz) _____
- Observed Skill Assessment _____
- Other: Star training _____

IV. **Date(s):** 8/26/20 **Trainer/Position:** James West/DC
Time(s): (M/D/Y) 2-10 pm **Trainer Signature:** [Signature]
 (AM or PM)

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.