



Training Summary Form

I. **Employee:** ELIZABETH PORTMAN **Topic:** February 2021 combined houses staff meeting **Credit Hours:** .5hr

II. **Description of Training Content:**

Welcome
New systems-what do you still need help with or more training
ADP-glitches
Next Steps-documenting after every shift
Star Training-every month will have training which will be due at the end of the month
Beacon email-expectation to check daily
60 day evaluations with your supervisor will happen by March 31st, 2021
Conversations around others & response to questions
Mentorship/Olmstead Plan/Beacon's vision for filling vacancies

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):** 2/24/21 **Trainer/Position:** Angie Cobbett, District Director

Time(s): (M/D/Y) 6:30 PM - 7:15 PM **Trainer Signature:** Angie Cobbett, District Director

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

Employee Signature: [Signature]