



Training Summary Form

I. **Employee:** LAONIS BAILEY **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
- Moratorium/Olmstead Plan/Beacon's vision for filling vacancies

III. **Training Procedures:**

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

IV. **Date(s):** 2/25/2021 **Trainer/Position:** Angie Cobbett, District Director
(M/D/Y) **Time(s):** 8:00 - 8:30A **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]

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.