

Available Training Opportunities [SAMPLE]

Please complete this form so we can have a complete inventory of the training opportunities and assignments that are available through your agency. This document will be used to **customize training assignments for each participant** and as a **pre-screening tool** to match appropriate candidates with the right Host Agencies. Our local Project Director will rely on this information when he/she develops each participant's individual work-training assignment. Please be sure to include all **potential** and **existing** training options available through your agency, so we can better assist you in expanding your community services and provide quality training to our program participants.

Host Agency Name	County Senior Center
Location	123 Main Street, My City, OH 44486
Primary Contact Name	John Q. Smith
Contact Phone Number	(330) 555-1212
Primary Community Service Provided by Agency	Recreation, Nutrition, and Adult Day Care for Seniors

Please list and describe all training opportunities available through your agency

1.	Word process form letters for supervisor using MS Word, answer phone and direct phone calls
2.	Document attendance of clients and make follow up phone calls to verify appointments
3.	Type documentation for case records
4.	Greet customers and exercise good customer service skills
5.	Assist with mail and correspondence
6.	Operate fax machine, copy machine, multi-line phone and copy machine
7.	Learn creation of excel spreadsheets and basic formulas
8.	Exercise data entry skills in MS Access and Excel
9.	Keep accurate and daily documentation for adult day care clients
10.	Assist with daily living skills for adult day care clients
11.	Assist in mobility, walking, transfers, and wheel chair operation of customers
12.	Ensure a safe and orderly work environment for clients, free of debris and clutter
13.	Work with the senior motivational therapist to develop and implement individual programs and activities for clients and assist with daily activities
14.	Help prepare and/or package hot and cold meals
15.	Assist with setting up and organizing daily activities
16.	Operation of industrial dish washer
17.	Learn proper food storage and food preparation techniques
18.	Learn and adhere to city and state health regulations for food preparation
19.	Maintain a clean work environment – no floors
20.	Assist with the delivery of meals to homebound customers
21.	Assist with building repairs and maintenance
22.	Sanitize and clean bathrooms
23.	Assist in maintaining clean floors, dust and clean windows
24.	
25.	

Criteria for Selection

(Used to pre-screen and match the right candidates for training opportunities with your agency)

Individuals assisting with meal delivery must have clean driving record with no traffic violations in past 5 years. No experience required for janitorial work, must be thorough in completing cleaning assignments

No computer skills required for receptionist work. Individuals interested in creating spreadsheets must have basic computer knowledge, some experience with excel, and basic math and algebra skills.

Data Entry users must be accurate and have basic computer skills.

Word processing skills require typing ability – no minimum wpm required

Individuals interested in food preparation must have good hygiene and have the ability to stand for long periods of time w/frequent breaks

Individuals interested in adult care should have the compassion to work with people, some prior experience is helpful, but not required

Describe Agency services available to Participant (if any)

Free computer classes are available by appointment and in-service training such as first aide and CPR training are also available

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