

Director of Operations Training Plan

Name of Director of Operations:

Agency Name:

Date of Training

(must be updated at least once every calendar year):

Training provided by the department or by an entity using department-provided curriculum (two hours): *(Separate documentation evidencing completion of training is required)*

Name of Training	Method that will be used to establish competency in the area of the training	Person/entity responsible for arranging or providing the training	Projected timeline for completion of the training
Empathy-based care			
Essential topics relevant to the agency provider's role and responsibilities			
Rule 5123-17-02 of the Administrative Code including a review of health and welfare alerts issued by the department since previous year's training			

Note: This Training Plan template only addresses the elements required in OAC 5123-2-08 (F)(1) for a written training plan and is not an all-inclusive list of all required initial and ongoing training or personnel requirements. Provider is responsible for knowing and being compliant with all applicable requirements.

Training selected by the director of operations in topics relevant to services provided and individuals served by the agency provider and/or management of the agency provider (*four hours*): *(Separate documentation evidencing completion of training is required)*

Name of Training	Length of Training	Method that will be used to establish competency in the area of training	Person/entity responsible for arranging or providing the training	Projected timeline for completion of the training

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