



ClearSKai
TECHNOLOGIES

Where the SKai isn't the limit, it's the starting point.

TRAINING

Training Completion Form

Training sign-off documenting what was covered, who attended, follow-up questions, and client confirmation.

PREPARED BY

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PREPARED FOR

CLIENT NAME & COMPANY

PROJECT / BUILD NAME

CLIENT EMAIL



TRAINING

Training Completion Form

Use at the end of handoff or onboarding training.

CLIENT / COMPANY

PROJECT

TRAINER

DATE

ATTENDEES

RECORDING LINK

Training Topics Covered

- Website admin walkthrough
- Editing content
- Reviewing leads/forms
- Analytics/dashboard basics
- Hosting/domain overview
- Marketing plan overview
- Support request process
- Security/login best practices

QUESTIONS / FOLLOW-UP ITEMS



Signatures

CLIENT

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE DATE

CLEARSKAI TRAINER

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE DATE