Administrative Assistant Traineeship Training Checklist

Instructions: Please use this form to plan and track the completion of your training for the Administrative Assistant Traineeship. This is not an official form. It is provided for personal planning and tracking purposes only. You may fill it out digitally (PDF) or print and fill in the fields with pen or pencil.

Name:	
Agency/Facility:	

Note: Administrative Assistant Trainees need to complete both Mandatory and Elective training classes.
To see more about the Traineeship program, please visit: http://cseany.prod.acquia-sites.com/administrative-assistant-traineeship
Elective List by Competency Area: http://cseany.prod.acquia-sites.com/document/administrative-assistant-1-elective-course-list-competency-area

Mandatory Training (all Trainees must take):

Either all four full-day in-person classes, all four online Certificates, or a mix of both (e.g., two of each)

Course or Certificate Program Title	In-Person or Certificate Program?	Competency Area	Location Taken (e.g., Online or Schenectady)	Date Completed
Partnership Customer Service	Select	Interpersonal and Customer Relations		
Partnership Microsoft Word 2016 Basics	Select	Computer Skills and Technology		
Partnership Organized Office Worker	Select	Professionalism and Self-Management		
Partnership Successful Business Writing	Select	Verbal and Written Communication		

Elective Training (all Trainees must take):

Either four full-day in-person Elective classes from the Electives List (one in each competency area), or

Four 1-hour webinars from the same competency area on the Electives list can be substituted for a full-day Elective class in the same competency

- If you will be taking all webinars, then you'd need to take 16 webinars, four from each competency area.
- You may also enroll in and view recorded (self-instruction) webinars in the SLMS system.

Note: Trainees must work with their supervisor to select the appropriate Elective classes
For Elective List by Competency Area visit:
http://cseany.prod.acquia-sites.com/document/administrative-assistant-traineeship-training-checklist

Elective Course or Webinar Title	In-Person or Webinar?	Competency Area	Location Taken (e.g., Online or Schenectady)	Date Completed
	Select	Select		

Elective Course or Webinar Title	In-Person or Webinar?	Competency Area	Location Taken (e.g., Online or Schenectady)	Date Completed
	Select	Select		
	Select	Select		
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