

Topic: Confidential Information

Date: _____

Trainer Checklist

Task	Date Completed
1. Print Trainee Checklist, fill in employee names.	
2. Review objective and training materials on the confidential information web page at https://sites.google.com/site/kissatisat/topics/confidentialinformation .	
3. Choose one or more methods for employees to learn about confidential information.	
4. Communicate requirement to employees to complete training.	
5. Verify employees can demonstrate knowledge of proper handling of confidential information.	
6. Document employee progress on Trainee Checklist and/or ISA Training Checklist.	