ClearSkai TECHNOLOGIES

HANDOFF / SUPPORT · TRAINING

Training Completion Form

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

SL-HS-02 · Version 6.0 · Issued November 20, 2026

Document	
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Version	6.0
Issued	November 20, 2026
Library folder	Handoff / Support
Replaces	ClearSkai_Training_Completion_Form_v5-1.pdf
Classification	Sales document library · client form

Prepared for

CLIENT NAME & COMPANY

PROJECT / BUILD NAME

CLIENT EMAIL

Get back to building where it matters most.

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
- [ ] Support 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