Employee Training Plan



Employee Orientation on first day of work

- [ ] Attend New Employee Orientation (Medical Campus)

DAY 2: Date (First day in the department)

- [ ] Welcome to Department
- [ ] Overview of training schedule
- [ ] Department Orientation Checklist items
  - [ ] Department's role/mission
  - [ ] What department does
  - [ ] Job description/title
  - [ ] Performance expectations
  - [ ] Probationary period
  - [ ] Dress code/guidelines
  - [ ] Parking/Metrorail
- [ ] Organizational Chart
  - [ ] Reporting structure
- [ ] Overview of duties/responsibilities
- [ ] Keys and access codes

- [ ] Overview of of employee's position
- [ ] Lunch
- [ ] Overview of similar position
- [ ] Overview of Receptionist Position
- [ ] Request process training
- [ ] Recap with supervisor

DAY 3:

- [ ] Overview of co-worker position
- [ ] Related training
- [ ] Campus Tour
- [ ] Introductions to key clients and/or departments
- [ ] Lunch

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