

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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