

# 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

**Make and Share Free Checklists**  
[checkli.com](https://checkli.com)