

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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