

TRAINING SCHEDULE

for _____

Position _____

Start Date _____

Training Performance
Productivity & Quality

MAIN RESPONSIBILITIES

- (a) Copy main points or reduced version from Job Description
- OR
- (b) Reference is made to enclosed Job Description

WEEK 1

W1A) General Orientation: Employee manual – office tour – office routines – working hours – introduce to team members – telephone numbers – logistics – important contacts – work station – stationery – storage – facilities, etc.

Covered with _____ on _____ OK

W1B) Position Tasks:

Task 1 _____ covered by _____ on _____ OK

Task 2 _____ covered by _____ on _____ OK

Task 3 _____ covered by _____ on _____ OK

Task 4 _____ covered by _____ on _____ OK

Task 5 _____ covered by _____ on _____ OK

Task 6 _____ covered by _____ on _____ OK

Task 7 _____ covered by _____ on _____ OK

Task 8 _____ covered by _____ on _____ OK

OTHER TASKS

W1C) Report Writing/Forms:

Report/Form 1 _____ covered by _____ on _____ OK

Report/Form 2 _____ covered by _____ on _____ OK

Report/Form 3 _____ covered by _____ on _____ OK

Report/Form 4 _____ covered by _____ on _____ OK

Report/Form 5 _____ covered by _____ on _____ OK

W1D) Mid Week Review/Comments:

Covered with _____ on _____ OK

W1E) Friday Review/Comments:

Covered with _____ on _____ OK

W1F) (1) MEET WITH GENERAL MANAGER: *Cover company history, mission, vision, capabilities, clients served, market, competition, team guidelines/principles, etc. This meeting should preferably take place during the first week.* OK Meeting Date _____

(2) MEET WITH OPERATIONS/PRODUCT DEVELOPMENT DIRECTOR: *Cover product line, clients needs, design, product development cycle, product categories, outsourcing benefits and challenges, quality controls, service excellence, vendors screening, partnerships, alliances, etc. This meeting should preferably take place during the first week.* OK Meeting Date _____

WEEK 2

On going coaching by _____ and assisted by _____,
_____, and _____ OK

Areas/Work Covered (Summary)

WEEK 3

On going coaching by _____ and assisted by _____,
_____, and _____ OK

Areas/Work Covered (Summary)

WEEK 4

On going coaching by _____ and assisted by _____,
_____, and _____ OK

Areas/Work Covered (Summary)

30 DAY REVIEW

Done by _____ on _____ OK

Briefly describe training and work covered during first 30 days. Quick evaluation. Note employee feedback.

60 DAY REVIEW

Done by _____ on _____ OK

Briefly describe training and work covered during first 30 days. Quick evaluation. Note employee feedback.
