

NEW EMPLOYEE TRAINING SCHEDULE

WEEK 1					
TIME	MON	TUES	WED	THURS	FRI
	11/16/20	11/17/20	11/18/20	11/19/20	11/20/20
	Session 1 Location	Session 2 Location	Session 3 Location	Session 4 Location	Session 5 Location
8:00-8:30	System/Tech Check with Manager	Morning Check-In with Manager	Morning Check-In with Supervisor	Morning Check-In with Supervisor	Morning Check-In with Supervisor
8:30-10:30	TRAINING with Manager: Company Systems - getting acquainted with programs & resources	TRAINING with Supervisor - goals for the day. Tell, show, do, review	SHADOW with Team Member 2	SHADOW with Team Member 3	SHADOW with Team Member 1
10:30-12:00	INTRODUCTIONS - meet the team, tour of facilities	SHADOW with Team Member 1	SHADOW with Team Member 2	SHADOW with Team Member 3	SHADOW with Team Member 1
12:00-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 3:00	TRAINING with Supervisor - Job Specifics, duties, procedures, etc.	SHADOW with Team Member 1	SHADOW with Team Member 2	SHADOW with Team Member 3	SHADOW with Team Member 1
3:00-4:00	SELF STUDY: Review / TRAINING: As Needed with various team members.	SELF STUDY: Review / TRAINING: As Needed with various team members.	SELF STUDY: Review / TRAINING: As Needed with various team members.	SELF STUDY: Review / TRAINING: As Needed with various team members.	SELF STUDY: Review / TRAINING: As Needed with various team members.
4:00-5:00	WRAP-UP with MANGER - review the day, prepare for tomorrow, set expectations	WRAP-UP with SUPERVISOR - review the day, prepare for tomorrow	WRAP-UP with SUPERVISOR - review the day, prepare for tomorrow	WRAP-UP with SUPERVISOR - review the day, prepare for tomorrow	WRAP-UP with Manager - review the week, progress, areas of opportunity, new hire feedback

MANAGER AGENDA

	MON	TUES	WED	THURS	FRI
	COMPANY ORIENTATION: -Tech Review: Office hardware, Phone #'s, Skype, Zoom -Company History & Identity -What do we do? -How do we do it? -What is expected of New Hire today? -What is expected of New Hire this week?	CHECKING IN: - Questions from Day 1 - Gauge New Hire's Engagement -What is expected of New Hire today?	CHECK IN with SUPERVISOR	CHECK IN with SUPERVISOR	WRAP UP Week 1: - Questions from the week - How is the New Hire Feeling? - Areas of strength? - Areas of opportunity - honest feedback? - What is expected of New Hire next week?

SUPERVISOR AGENDA

	MON	TUES	WED	THURS	FRI
	JOB ORIENTATION: - A day in the life - What do we do? - How do we do it? - What is expected of New Hire today? - What is expected of New Hire this week?	DAY 2 SHADOWS: - Who will they shadow? - What is New Hire expected to learn / master today? - Check-in with Team Member 1 - Check in with MANAGER	DAY 3 SHADOWS: - Feedback from previous day - How is the New Hire Feeling? - Who will they shadow? - What is New Hire expected to learn / master today? - Check in with Team Member 2 - Check in with MANAGER	DAY 4 SHADOWS: - Feedback from previous day - How is the New Hire Feeling? - Who will they shadow? - What is New Hire expected to learn / master today? - Check in with Team Member 3 - Check in with MANAGER	DAY 5 SHADOWS: - Feedback from the week - How is the New Hire Feeling? - Re-Shadow with Team Member 1 - progress update - What is New Hire expected to learn / master today? - Check in with Team Member 1 - Check in with MANAGER

SHADOWS AGENDAS

	MON	TUES	WED	THURS	FRI
	MEET the NEW HIRE	JOB ORIENTATION: - A day in the life - What do we do? - How do we do it? - Tell, Show, Do, Review - Check in with SUPERVISOR	JOB ORIENTATION: - A day in the life - What do we do? - How do we do it? - Tell, Show, Do, Review - Check in with SUPERVISOR	JOB ORIENTATION: - A day in the life - What do we do? - How do we do it? - Tell, Show, Do, Review - Check in with SUPERVISOR	JOB ORIENTATION: - Gauge progress from Day 2 Shadow - What do we do? - How do we do it? - Tell, Show, Do, Review - Check in with SUPERVISOR