New Hire Training Plan

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Name:
Position:
Department:
Start Date:

Training Process	Tasks	Training Methods	Process Monitor	Projected Timeline
First Day	Conduct general orientation Provide employee handbook & company structure sheet			
Role Responsibilities	Review initial work assignments Review role description and performance expectations			
Company Policies	Discuss company culture & mission statement Review core policies (Anti-harassment, personal conduct, etc)			
Administrative Procedures	Review general administrative procedures regarding: (Expense reports, mail, etc)			
General Orientation	Introduce hire to key personnel and team members Provide a tour of the facility			
Technology	Assist with portal, software, & hardware setup			