

## SAMPLE NEW EMPLOYEE TRAINING SCHEDULE

**Instructions:** Customize this sample training schedule to reflect information appropriate to your workplace.

<b>DAY 1: <i>Date</i> (Attending New Employee Orientation on first day of work)</b>			
<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Person</b>
8:00 AM – 4:30 PM	Medical	<ul style="list-style-type: none"> <li>Attend New Employee Orientation (Medical Campus)</li> </ul>	
<b>DAY 2: <i>Date</i> (First day in the department)</b>			
<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Person</b>
8:30 AM – 9:00 AM	Supervisor Office	<ul style="list-style-type: none"> <li>Welcome to Department</li> <li>Overview of training schedule</li> </ul>	Supervisor
9:00 AM – 12:00 PM		<ul style="list-style-type: none"> <li>Department Orientation Checklist Items                             <ul style="list-style-type: none"> <li>Department's role/mission</li> <li>What department does</li> <li>Job description/Title</li> <li>Performance expectations</li> <li>Probationary period</li> <li>Dress code/guidelines</li> <li>Parking/Metrorail</li> </ul> </li> <li>Organizational Chart                             <ul style="list-style-type: none"> <li>Reporting structure</li> </ul> </li> <li>Overview of duties/responsibilities</li> <li>Keys and access codes</li> <li>Overview of employee's position</li> </ul>	Supervisor
12:00 – 1:00PM	Nearby restaurant or cafeteria	<ul style="list-style-type: none"> <li>Lunch</li> </ul>	Supervisor and/or team members
1:00 PM – 2:00 PM		<ul style="list-style-type: none"> <li>Overview of similar position</li> </ul>	Buddy
2:00 PM – 3:00 PM		<ul style="list-style-type: none"> <li>Overview of Receptionist position</li> <li>Request process training</li> </ul>	Receptionist
4:30 PM – 5:00 PM		<ul style="list-style-type: none"> <li>Recap with supervisor</li> </ul>	Supervisor
<b>DAY 3: <i>Date</i></b>			
<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Person</b>
8:30 AM – 10:30 AM		<ul style="list-style-type: none"> <li>Overview of co-worker position</li> <li>Related training</li> </ul>	Co-worker
10:30 AM – 12:00 PM		<ul style="list-style-type: none"> <li>Campus Tour</li> <li>Introductions to key clients and/or departments</li> </ul>	Buddy
12:00 – 1:00PM	Nearby restaurant or cafeteria	<ul style="list-style-type: none"> <li>Lunch</li> </ul>	Buddy and/or team members

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1:00 PM – 2:00 PM		<ul style="list-style-type: none"> <li>Department overview</li> </ul>	Supervisor
3:00 PM – 4:00 PM		<ul style="list-style-type: none"> <li>Phone training</li> </ul>	Receptionist
4:00 PM – 5:00 PM		<ul style="list-style-type: none"> <li>Departmental staff meeting</li> </ul>	All staff
<b>DAY 4: Date</b>			
Time	Location	Topic	Person
8:30 – 10:30 AM		<ul style="list-style-type: none"> <li>Overview of IT Specialist position</li> <li>Software training</li> </ul>	IT Specialist
11:00 – 12:00 PM		<ul style="list-style-type: none"> <li>Department Overview</li> </ul>	Department Head
1:00-2:30PM		<ul style="list-style-type: none"> <li>Project meeting</li> </ul>	Project group members
3:30 PM – 5:00 PM		<ul style="list-style-type: none"> <li>Overview of Manager position</li> </ul>	Manager
<b>Day 5: Date</b>			
Time	Location	Topic	Person
8:30 AM – 10:30 AM		<ul style="list-style-type: none"> <li>Observe team member performing responsibilities</li> </ul>	Team Member A
10:30 AM – 12:00 PM		<ul style="list-style-type: none"> <li>Review procedures manuals</li> </ul>	Team Member B
1:30 PM – 3:30 PM		<ul style="list-style-type: none"> <li>Observe team member performing responsibilities</li> </ul>	Team Member C
3:30 PM – 4:30 PM		<ul style="list-style-type: none"> <li>Recap with supervisor</li> <li>Explain career development options</li> </ul>	Supervisor
<b>First Month Activities</b>			
Date & Time	Location	Topic	Person
Tuesday 6 <sup>th</sup> 2:00 PM – 3:30 PM		<ul style="list-style-type: none"> <li>Meeting with Key Client A</li> </ul>	Supervisor, Key Client A
Wednesday 8 <sup>th</sup> 10:00 AM – 11:30 AM		<ul style="list-style-type: none"> <li>Meeting with Key Client B</li> </ul>	Coordinator, Key Client B
Monday 13 <sup>th</sup> ALL DAY		<ul style="list-style-type: none"> <li>System training session</li> </ul>	Trainer